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**“जानने का अधिकार, जीने का अधिकार”**

Mazdoor Kisan Shakti Sangathan

“The Right to Information, The Right to Live”

**“पुराने को छोड़ नये के तरफ”**

Jawaharlal Nehru

“Step Out From the Old to the New”

IS 796 (1966): Glossary of cataloguing terms [MSD 5:  
Documentation and Information]

**“ज्ञान से एक नये भारत का निर्माण”**

Satyanaaranay Gangaram Pitroda

“Invent a New India Using Knowledge”



**“ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है”**

Bhartṛhari—Nītiśatakam

“Knowledge is such a treasure which cannot be stolen”





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*Indian Standard*

GLOSSARY OF CATALOGUING TERMS

( *First Revision* )

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## *Indian Standard*

### **GLOSSARY OF CATALOGUING TERMS (First Revision)**

#### **0. FOREWORD**

**0.1** This Indian Standard (First Revision) was adopted by the Indian Standards Institution on 12 August 1966, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

**0.2** With the large increase in literacy and phenomenal expansion of library facility in the country there is a need, at the present time, to have an authoritative and more comprehensive glossary for the guidance of technical staff engaged in cataloguing work and those working in the schools of library science.

**0.2.1** Recent developments in the field of cataloguing have brought out a number of new concepts, thereby introducing new terms to represent them. In order to avoid ambiguity and confusion arising out of misinterpretation of terms it is necessary to standardize the cataloguing terminology as far as possible. This consideration led the Documentation Sectional Committee to take up the revision of the glossary of cataloguing terms. The original standard, of which this is a revision, was intended to help fix precise meanings to words used as terms-of-art in cataloguing.

**0.2.2** An Indian Standard on a similar subject, namely, *Glossary of classification terms* (IS: 2550-1963), has already been published.

**0.3** Taking into consideration the special nature of the subject and the convenience of readers, this glossary has been presented in a classified form. An alphabetical index has also been provided. There are 21 chapters, each denoted by a capital letter in the alphabetical order. Each item in the glossary is given an entry number and this, preceded by the capital letter denoting the chapter, is used as index number in the alphabetical index. The numbering system followed in this glossary is different from that recommended in IS: 12-1964\*. The numbers of sections have been given in accordance with the principle of mnemonics which pervades all classification. This system automatically makes certain

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\*Guide for drafting Indian Standards (second revision).

that the relevant terms and their definitions will cohere together. This style is the same as that used in IS: 2550-1963\*. It is hoped, the glossary in this form would be more expressive to the members of the profession, who would, therefore, be in a position to make a better use of it.

**0.3.1** Against each entry number in the glossary, the first paragraph gives the approved standard term and its definition. This is followed by terms alternate to the approved term, if any. Such alternate terms are not, however, recommended for use.

**0.3.2** At the end of each paragraph, the source from which the term and the definition are taken is given within parentheses. In the case of terms originated by the Sectional Committee itself, no source is indicated.

**0.3.3** The abbreviations used for the sources cited are as given below:

ABBREVIATION	SOURCE
ALA	BEETLE (Clara). <i>Ed.</i> ALA cataloguing rules for author and title entries. 1949.
CCC	RANGANATHAN (S R). Classified catalogue code. 1964. Ed 5.
Doc	RANGANATHAN (S R) <i>Ed.</i> Documentation and its facets. 1963.
Encyc	LANDAU (Thomas). Encyclopaedia of librarianship. 1966. Ed 3.
Glos	IS: 2550-1963 Glossary of classification terms. Indian Standards Institution.
Thompson	THOMPSON (Anthony). Basic vocabulary of cataloguing terms. <i>International conference on cataloguing principles</i> (Paris). 1961; P 112-19.

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## 1. SCOPE

**1.1** This standard covers definitions of technical terms current in the field of library cataloguing.

\*Glossary of classification terms.

A0

## CHAPTER A

### UNIVERSE OF SUBJECTS

**A0** **Subject** — Assumed term. (CCC, KA10. *Glos.*, C2).

*Alternate Term*

**Knowledge Mass**

**NOTE** — Its exposition may extend in print to several volumes at one extreme or only to a single sentence or even a single word at the other extreme. For example, the knowledge masses, contained in and denoted by the following, stand arranged in the decreasing sequence of their extension:

- 1) Encyclopaedia of general knowledge,
- 2) Encyclopaedia of library science,
- 3) The knowledge content of this standard (IS: 796-1966),
- 4) The knowledge content of Chapter A of this standard, and
- 5) The knowledge content of this very section — Section A0.

**A1** **Thought** — Knowledge mass. (*Glos.*, C3).

**A2** **Macro-thought** — Subject of great extension, usually embodied in the form of a book. (*Glos.*, C31).

**A3** **Micro-thought** — Subject of small extension, usually embodied in the form of an article in a periodical, or of a pamphlet, or of a section or a paragraph in a book. (*Glos.*, C32).

*Examples:*

- 1) Examples 1, 2 and 3 under Sec A0 may be taken to embody Macro-thought.
- 2) Examples 4 and 5 under Sec A0 may be taken to embody Micro-thought.

**NOTE** — Macro-thought and Micro-thought are relative terms without a sharp line of demarcation.

**A4** **Spot Thought** — Subject of very small extension, usually embodied in a sentence or even a word.

## CHAPTER B

### UNIVERSE OF WORKS

**B1**      **Expressed Thought** — Thought expressed in language, pictures, or other symbols, or in any other medium, and thereby made communicable. (*Glos*, D0).

*Example:* The above definition itself is Expressed Thought. It is expressed in the English language. A picture is also an Expressed Thought. A mathematical or a chemical formula is again an Expressed Thought. A gesture is equally an Expressed Thought.

#### *Alternate Term*

#### **Work**

**B2**      **Quasi-Class** — Work which is treated as a class in a classification scheme or whose title is used as a subject-heading in cataloguing practice. (CCC, FA8).

**NOTE** — A Quasi-Class is usually a Sacred Work, a Work of Literature, a Classic or a Periodical Publication. Such works are usually governed by special rules in a catalogue code.

**B21**      **Sacred Work** — Basic work of a religion, generally accepted as such among its followers. (CCC, FA5. *Glos*, D1).

#### *Examples:*

Vedas	Talmud
Upanishads	Bible
Tantras	New Testament
Tripitakas	Koran

**NOTE** — A Sacred Work is often treated as if it were a class or a subject.

**B22**      **Work of Literature** — Work (other than a Sacred Work) in the form of a poem, drama, fiction, prose, *champu* or any other literary form, of which the outstanding qualities are beauty of form, emotional or intuitional appeal, and endless layers of suggestions in regard to meaning and/or which is of intuitive or trans-intellectual origin. (CCC, FA6. *Glos*, D2).

#### *Examples:*

Ramayana	Sakuntala	Hamlet
Iliad	Canterbury Tales	Hound of Heaven
Post Office	Apple Cart	

**NOTE 1** — This involves judgement particularly in the case of a poem, drama, fiction and *champu*. The judgement may not be unanimous.

B23

NOTE 2 — A Literary Work is treated as if it were a class or a subject unless its primary purpose is the exposition of specialized knowledge.

B23

**Classic** — Work usually having embodiment in several versions, adaptations and translations, inspiring other works on itself, and getting copied out or brought out in print or both even long after its origin. (CCC, FA7. *Glos*, D3).

*Examples:*

Aristotle's *Poetics*

Newton's *Principia*

Marx's *Das Capital*

NOTE — A Classic is often treated as if it were a class or a subject.

B24

**Periodical Publication** — (See Sec E32).

NOTE — A Periodical Publication is often treated as if it were a class or a subject.

B3

**Multi-focal Work** — Work treating several collateral subjects not having a common universe of the first remove according to the preferred scheme of classes. (*Glos*, D53).

B4

**Pedestrian Work** — Work which is not a Sacred Work, a Classic or a Work of Literature and is not treated as if it were a class or a subject in usage. (CCC, FA91. *Glos*, D4).

B41

**Pseudo-Classic** — A Pedestrian Work provoking other works, such as criticisms or parodies of itself and other kinds of dependent works. (*Glos*, D41).

B411

**Associated Work** — Work on a Pseudo-Classic. (Doc, B242).

B5

**Dependent Work** — Work got by some modification of another work or by the augmentation of it. (CCC, GB4. *Glos*, D80).

*Examples:*

Abridgement

Index

Commentary

Paraphrase

Concordance

Sequel

Continuation

Translation

NOTE — The modification or augmentation, as the case may be, need not necessarily be by the author of the original work. It may also be done by any other person or corporate body.

B51

**Version** — One of several forms of exposition in the same or another language of a work. (Thompson, 2).

NOTE — If the version has sufficient new qualities in thought or expression or both, it is deemed to be an independent work in its own right.

*Example:* See examples under Sec B53, B56, B59.

B52      **Abridgement** — Reduced form of a work got by the condensing or omitting of details or both, but retaining the general quality and sense as a whole and the unity of the original work. (CCC, FA41).  
**Example:** Part 1 of the *Library manual* of S. R. Ranganathan gives an Abridgement of his work entitled *Five laws of library science*.

B53      **Adaptation** — A version of a work, re-written for a particular purpose, but not so changed as to be deemed an independent work on the basis of its quality of thought and expression. (CCC, FA42).  
**Example:** Part 7 of the *Library manual* of S. R. Ranganathan is an adaptation of his work entitled *Colon classification* for the use of small libraries. But Lamb's *Tales from Shakespeare* is an independent work, and not an adaptation of Shakespeare's dramas on account of its individualistic quality of thought and expression.

B54      **Catechism** — Work in the form of question and answers. (*Glos*, D83).

B55      **Parody** — Work in which another work is mimicked. (*Glos*, D84).  
**Example:** F. D. Downey's *When we were rather older* is a parody of A. A. Milne's *When we were very young*.

B56      **Translation** — Work which is the expression of another work in a language different from that of the original but not deserving to be deemed an independent work on the basis of the quality of its thought and expression. (*Glos*, D85).  
**Example:** Kamban's *Ramayana* is not a translation of Valmiki's *Ramayana*. But R. C. Dutt's *Ramayana* is an English translation of Valmiki's *Ramayana*.

B57      **Sequel** — Work continuing another work. (*Glos*, D86).  
**Example:** L. P. Jacks' *Education of the whole man*, etc is a sequel to his *Inner sentinel*.

B58      **Concordance** — An alphabetical index of the principal words in a work, showing their location in the text, sometimes giving their context, and sometimes defining words.  
**Example:** Broughton (Leslie Nathan). Concordance to the poems of Robert Browning.

B59      **Commentary** — A collection of explanatory or critical notes on a work, either issued independently or accompanying the text.  
**Example:** Ramananda Saraswathi. *Vedanta darsana* with comm Brahmmamritavarsini.

C1

## CHAPTER C

### TITLE

C1      **Title** — Name of work. (CCC, FB1. Glos, D6).

*Example:* *Glossary of cataloguing terms* is the title of the present work.

C11     **Title Proper of a Periodical Publication** — Title of a periodical publication which includes the name of the sponsor if it occurs at the beginning and excludes it if it occurs at the end. (CCC, FB94).

*Examples:*

1) *ASLIB proceedings*.

2) *UNESCO bulletin for libraries*.

3) *Annals* in the case of the *Annals* of the Indian Library Association.

4) *Transactions* in the case of the *Transactions* of the Royal Society.

C2      **Partial Title** — A title consisting of only a part of the Title as given on the title page. (ALA).

**NOTE** — It may be a secondary part of the Title, as a Sub-title or an Alternative Title or the Title with some of auxiliary words or other less significant words omitted.

C21     **Catchword Title** — A Partial Title consisting of some striking word or phrase likely to be remembered by a reader. (ALA).

*Example:* *Bible for the Holy Bible*.

C22     **Alternative Title** — A Sub-title introduced by the word "or" or its equivalent and forming part of the title. (CCC, FB3).

*Example:* In the full title of the work contained in the book *Social bibliography or physical bibliography for librarians, authors and publishers*, the part *Physical bibliography for librarians, authors and publishers* is Alternative Title.

C23     **Sub-title** — A secondary or subordinate title usually explanatory and forming part of the title. (CCC, FB2).

*Example:* In the full title of the book *Documentation and its facets, being a symposium of seventy papers by thirty-two*

*authors, edited by S. R. Ranganathan the part A symposium of seventy papers by thirty-two authors* is the Sub-title.

C24

**Short Title** — The name of a work, briefer than its full title, without prejudice to intelligibility and help in identifying the work. (CCC, FB4).

#### **Alternate Term**

#### **Abbreviated Title**

*Example: Library development plan* is the Short Title of the book with the title *Library development plan with draft library bills for the Union Government and the Constituent States* by S. R. Ranganathan.

**NOTE** — Generally speaking, initial words other than an article, such as Elements, Handbook, Introduction, Primer and Treatise may be preserved.

C3

**Uniformized Title** — Title uniformized by popular or cataloguing usage in lieu of listless, and often unintended, variants of the title of one and the same work in different editions or the titles of different volumes of one and the same work of the different volumes or of the same periodical publication. (CCC, FB91).

*Example: Many governmental and other annual reports change their titles listlessly. For example, it may be Administration report on agriculture in one year, Annual report on agriculture in another year and Review of agriculture in still another year. This is a case where a Uniformized Title is called for.*

C4

**Polyglot Title** — Title given on the title page in two or more languages. (CCC, EA521).

### **C5 TITLE BY POSITION IN A DOCUMENT**

C51

**Half Title** — Title, usually short, given on the half title page of a document. (CCC, FB5).

*Example: Classified catalogue code* is printed as the Half Title of the work contained in the book *Classified catalogue code with additional rules for dictionary catalogue code* by S. R. Ranganathan.

C52

**Running Title** — Title, shortened if necessary, usually found printed at the top of each verso page or all the pages of a book. (CCC, FB6).

*Example: Classified catalogue code* is printed as Running Title at the top of each verso page of the book *Classified*

*catalogue code with additional rules for dictionary catalogue code*  
by S. R. Ranganathan.

**Binder's Title** — Title, shortened if necessary, usually found tooled on the spine of a book. (CCC, FB7).

*Example:* *Classified catalogue code* is tooled on the spine of the book, *Classified catalogue code with additional rules for dictionary catalogue code* by S. R. Ranganathan.

**Note** — It may be the same as the Half Title or the Running Title.

## C6 TITLE BY ITS SIGNIFICANCE

**Tell-Tale Title** — Title that discloses the subject of the work.

*Example:* The title of this standard is a Tell-Tale Title.

**Fanciful Title** — Title that does not disclose the subject of the work. (CCC, FB92).

*Example:* *Library cheque-book of five leaves*, the name of a work by S. R. Ranganathan based on an address to the German Library Conference in 1956, is a Fanciful Title.

**Proper Name Title** — Either a Fanciful Title or a title beginning with a proper noun and, for this or other reasons, having the status of a proper name. (CCC, FB93).

*Examples:*

- 1) *Oxford book of English prose*
- 2) *Rider's international classification*

## CHAPTER D

### AUTHOR AND COLLABORATOR

D0

**Person** — An assumed term. (CCC, FC1).

D1

**Corporate Body** — Sense 1 — A number of persons taken collectively; usually a united, or organized, or informal; coming together in a common cause or for common action, such as governmental business or commercial or industrial or service or political or any other business, or for deliberation, or for collective expression of opinion or statement.

Sense 2 — A number of corporate bodies, in Sense 1, taken collectively. (CCC, FC2).

*Examples:*

Sense 1

- 1) Government of India
- 2) Madras Chamber of Commerce
- 3) Indian National Congress

Sense 2

- 1) United Nations
- 2) Afro-Asian Conference
- 3) International Federation of Library Associations

D11

**Organ of Corporate Body** — Non-autonomous part of a corporate body formed by:

- 1) the constitution of the parent body; or
- 2) a legislative, executive or administrative measure, or deliberative work, for an indefinite period within the field of function of the parent body; or
- 3) a legislative, executive or administrative measure for a specific piece of work for a specified duration, within the field of function of the parent body. (CCC, FC21).

D111

**Constitutional Organ** — Organ of category 1 mentioned in Section D11. (CCC, FC211).

*Examples:*

- 1) President of India
- 2) Supreme Court
- 3) Syndicate of the University of Mysore

D112

D112      **Administrative Organ** — Organ of category 2 mentioned in Section D11 (CCC, FC212).

*Examples:*

- 1) Ministry of Education of the Government of India
- 2) Publications Committee of the Mysore Library Association
- 3) Documentation Sectional Committee of the Indian Standards Institution

D113

Permanent Organ — Organ of categories 1 and 2 mentioned in Section D11. (CCC, FC213).

*Examples:* See. examples under Sections D 111 and D112

D114

**Temporary Organ** — Organ of category 3 mentioned in Section D11. (CCC, FC214).

*Examples:*

- 1) Select Committee on Mysore Public Libraries Bill
- 2) Library Committee of the University Grants Commission of 1958
- 3) Library Techniques Subcommittee of the Documentation Sectional Committee of the Indian Standards Institution

D12

**Government** — Sense 1 — Corporate body with full or limited sovereign power over a territory. It has generally executive, legislative, judicial and administrative functions. Other functions, such as defence, taxation, regulation of commerce, public transport and communication will vary with the degree of limitation in the sovereign power.. (CCC, FC22).

*Examples:*

- 1) Government of India
- 2) Government of Mysore
- 3) Government of the United Kingdom

Sense 2 — Local Authority in charge of the regulation, promotion and/or provision of specified local public services in an area, under power delegated with the Government within the territory of which its own area lies, and with a defined extent of autonomy. (CCC, FC22).

*Examples:*

- 1) District Board of Kolar
- 2) Corporation of Bangalore
- 3) Panchayat Board of Sirkali

Sense 3 — Organ of Government in Sense 1 or Sense 2. (CCC, FC22).

*Examples:*

- 1) The President of India
- 2) Supreme Court of India
- 3) Council of the Corporation of Bangalore

**Institution**

Sense 1 — Independent or autonomous corporate body other than a government. It may be created by a government or constituted under a statute or formed voluntarily, either formally or informally. It has or it is intended to have continued existence and functions beyond that of merely convening a conference. (CCC, FC23).

*Examples:*

- 1) Indian Standards Institution
- 2) Indian Statistical Institute
- 3) Mysore Library Association

Sense 2 — Organ of an Institution in Sense 1 defined above. (CCC, FC23).

*Examples:*

- 1) Documentation Sectional Committee of the Indian Standards Institution
- 2) Governing Council of Mysore Library Association

**Conference** — *Ad hoc* assembly for deliberation or formulation and expression of opinion or sentiments.

Sense 1 — Not convened by:

11 A government and made up solely of its own personnel or as a Constituent Assembly to form a Sovereign State; or

12 An Institution and made up solely of its members or as a Foundation Assembly to form an Institution; or

13 More than one government jointly and confined solely to its own personnel; or

14 More than one institution jointly and confined solely to their members.

Sense 2 — Convened and conducted by:

21 A number of persons or corporate bodies or both spontaneously to consider matters of common interest; or

22 A body with no function or existence beyond the conference convened and held by it; or

23 A body with only the convening and holding of conferences at intervals as its primary function. (CCC, FC24).

*Examples:*

Sense 1 — Indian Mathematical Conference of 1957

Sense 2 — Reception Committee of the above Conference

**Organ Conference** — Any category of assembly excluded from the definition of a conference in Section D14. It is an organ of the corporate body or corporate bodies convening it. (CCC, FC24).

**Author (as Applied to a Work) (Personal and Corporate)**

Sense 1 — Person creating a work, that is, the thought and the expression constituting it. (CCC, FC3).

*Example:* S. R. Ranganathan is the Personal Author of *Classified catalogue code.* 1964. Ed 5.

Sense 2 — Corporate body owning responsibility for a work, that is, for the thought and the expression constituting it. (CCC, FC3).

*Example:* Indian Standards Institution is the corporate author of this work.

**Personal Author** — Person as author, the responsibility for the thought and expression constituting the work resting solely on his private capacity and not on the capacity of any office being held by him within a corporate body nor on the capacity of that body. (CCC, FC31).

*Example:* S. R. Ranganathan is the personal author of the work *Classified catalogue code.*

The work in a document is of personal authorship if its primary function is the extension of the boundary of a field of knowledge or its intensification and the responsibility for the thought and expression of it rests on the person and not on the office held by him in the corporate body in spite of his being a paid or an honorary employee or a member of the corporate body. The mere mention of the personal name of an official of the corporate body in the space in which author's name is usually mentioned in a book, is not sufficient reason to deem the work to be of personal authorship and not of corporate authorship.

D211      **Contributor** — (See Section E342).

D22      **Corporate Author** — Corporate body as author, the responsibility for the thought and expression constituting the work resting solely on it or any organ of it and not on the private capacity of any person or persons forming part of or holding office in or in any other way connected with the body. (CCC, FC32).

Examples:

- 1) the Library Committee of the University of Rangoon is the Corporate Author of the *Catalogue of periodicals in the university and other libraries of Rangoon*. 1937.
- 2) The Mayor of Madras is the Corporate Author of *Rulings of S. Satyamurthi, the Mayor of Madras*.

D23      **Anonymous Work** — Work of unknown authorship, personal or corporate. (CCC, FC7).

Examples:

- 1) The Vedas
- 2) The Upanishads

D3      **Compiler** — Author, personal or corporate, making up a work by collecting information from various sources and arranging them in a particular way. (CCC, FC4).

Example: The compiler of the concordance of the Bible is its author.

D4      **Joint Author** — Two or more authors, personal or corporate, sharing responsibility for the thought and expression constituting work, the portion for which each is separately responsible being neither specified nor separable.

Example: S. R. Ranganathan and C. Sundaram are the Joint Authors of *Reference service and bibliography*.

D5      **Joint Compiler** — Two or more compilers, personal or corporate, making up a work by collecting information from various sources and arranging it in a particular way.

D6      **Pseudonymous Author** — An author assuming a false or fictitious name or any other specification different from the real name. A pseudonym may also be given to an author by others or it may even get started in a casual way either in his own time or in later times. (CCC, FC6).

Example:

Libra is the Pseudonym of Dr S. R. Ranganathan.

D7      **Collaborator** — Person or corporate body associated with a work or its author(s) or both in a secondary capacity not

amounting to authorship, for example, director, guide, assistant, commentator, illustrator, engraver, translator, reviser, editor, reporter, writer of introduction or foreword, epitomiser, adapter, libratist, writer of the words in a musical composition and writer of the words in a pictorial book. (CCC, FD1).

*Example:* A Neelameghan is a Collaborator of S. R. Ranganathan's *Classified catalogue code*. 1964. Ed 5.

**Sponsor** — Person or corporate body with whose goodwill, authority, or finance or under whose auspices a work is published, though the responsibility for the thought and the expression constituting the work instead of resting with the said person or corporate body, rests solely on the author of the work as a whole or on the respective authors of the different contributions in the work. (CCC, FD2).

*Examples:*

- 1) Sarada Ranganathan Endowment for Library Science is the Sponsor of *Library science with a slant to documentation*.
- 2) Government of India is the Sponsor of the *Fauna of British India*.
- 3) Indian Mathematical Society is the Sponsor of the *Mathematics student*.

## CHAPTER E

### UNIVERSE OF DOCUMENTS

**E1**      **Embodied Thought** — Record of work on paper or other material fit for easy physical handling, transport across space and preservation through time. (*CCC, FE1. Glos, E0*).

***Alternate Term***

**Document**

NOTE — This term is introduced for brevity. It includes any embodied thought, micro or macro, whether the physical embodiment is exclusive to one work or is shared by more than one work.

**E11**      **Volume** — Physical entity formed of several leaves of paper or other material used for recording either the whole or a part of a work, fastened together so as to be opened at any desired place. (*CCC, FE7. Glos, E01*).

**E12**      **Thought-Content** — Expressed thought embodied within a document or a volume of it. (*CCC, FE8. Glos, E1*).

#### E2 STATUS OF DOCUMENT

**E21**      **Macro-document** — Document embodying Macro-thought. (*CCC, FE3. Glos, E21*).

**E211**      **Host Document** — Macro-document when viewed from the angle of a document forming part of it. (*CCC, FE5. Glos, E211*).

***Examples:***

- 1) A periodical is the Host Document for each of the articles contained in it.
- 2) A book is the Host Document for each of its chapters and sections, which may be looked upon as Micro-documents.

**E212**      **Referring Document** — Document referring to (citing the name of) some other document. (*Lib sc. 2; 1965; Sec ED11*).

**E213**      **Referred-to-Document** — Document referred (cited by its name only) by the Referring Document. (*Lib sc. 2; 1965; Sec E012*).

**E22**      **Micro-document** — Document embodying Micro-thought. (*CCC, FE4. Glos, E22*).

E23

E23      **Locus** — Specific place in the Host Document where a Micro-document occurs. (CCC, FE6).

*Example:* The Locus of the Micro-document *Punched card system* by Jack Belzer is the *Library science with a slant to documentation*, 2; 1965; 69-77, that is, pages 69 to 77 of volume 2 of the said periodical published in 1965.

## KINDS OF DOCUMENT

E3

**Conventional Document of Kind 1** — Document with paper as the basis for its physique and with the work recorded on it in the phonetic symbols forming the script of an articulate natural or artificial language, with or without illustrations as a help in the communication of the thought-content. The recording may be by printing or by some near-printing process. This may also be a regraph of any of the above or of a manuscript (CCC, FP1).

### *Alternate Terms*

**Book**

**Printed Book**

(See E33).

*Examples:*

- 1) A conventional book
- 2) A periodical publication
- 3) A facsimile reproduction of a conventional book or periodical publication

E31

**Fascicule** — A part of a document separately published.

E32

**Periodical Publication** — Conventional Document of Kind 1 with the following attributes:

- 1) *Periodicity* — A volume or a small group of volumes of it, is published or intended to be published or completed normally once in a year or at other regular intervals though irregularity in interval is not altogether ruled out;
- 2) *Distinguishing Number* — Each successive volume or periodical group of volumes, is usually distinguished by the year of publication and/or by a number belonging to a system of simple or complex ordinal numbers usually called a VOLUME NUMBER; and
- 3) *Continuity* — The intention had been to continue the publication for ever and with the same title in all the volumes

' though may not be actually carried out. (CCC, FF11. *Glos*, E3).

E321

**Periodical** — Sense 1 — Periodical Publication of which each volume is made up of distinct and independent contributions, not forming a continuous exposition, normally by two or more personal authors and the specific subjects and the authors of the contributions in successive volumes also being, in general, different, but all the subjects falling within one and the same region of knowledge contemplated to be brought within its purview. It is not usually released complete as a volume but only in fascicules or numbers as they are called. Each contribution in it essentially expounds knowledge and does not repeat the same kind of information usually in the same pattern, in each of its volumes, just bringing the information up-to-date from volume to volume. (CCC, FF111. *Glos*, E31).

Sense 2 — A single volume of a periodical in Sense 1.

*Examples:*

- 1) *Library science with a slant to documentation*
- 2) *Proceedings, Royal Society of London*
- 3) *Zeitschrift, Deutschen Morgenlandischen Gesellschaft*

E3211      **House Organ** — A periodical, usually containing technical information, produced by a corporate body — usually by an industrial or commercial enterprise — for circulation among its staff and/or customers. (*Encyc*).

NOTE — This does not usually include personal social news as does the House Magazine.

*Alternate Term*

**House Journal**

*Examples:*

- 1) *Endeavour* (Imperial Chemical Industries Limited)
- 2) *Research* (Unilever Limited)
- 3) *Ciba review*

E3212      **House Magazine** — A periodical, usually containing personal and social news, produced by a corporate body, often an industrial or commercial enterprise, for circulation among its staff or customers or both.

*Examples:*

- 1) *CSIR news*

E3213

- 2) *Manak jyoti*
- 3) *TELCO news*

NOTE — House magazines may also contain technical information.

E3213

### Supplement to a Periodical

- 1) *Periodical Supplement* — A periodical associated with another periodical and which is desirable to be put in juxtaposition to it.
- 2) *Book Supplement* — A book published in one or more instalments in the issues of a periodical with independent pagination.
- 3) *Special Supplement* — An issue, usually extra, of a periodical brought out for a specific purpose or on a specific occasion or at specified intervals. It may or may not have independent pagination. (*Glos*, E311).

Examples:

- 1) Periodical Supplement
  - i) *Acta anaesthesiologica Belgica* is a periodical supplement to *Acta Chirurgica Belgica*.
  - ii) *Bibliotheca paediatrica* is a periodical supplement to *Annales paediatrica*.
  - iii) *Boletim do servico nacional de lepra* is a periodical supplement to *Boletim trimestrial do Central de Sande Teofilo Otoni*.

- 2) Book Supplement

*Ananda vikatan deepavali malla* is a book supplement of the periodical *Ananda vikatan*.

- 3) Special Supplement

*Homage to Nehru 1 and 2* are the special supplements of the periodical *Illustrated weekly of India* issued on the 75th birth anniversary of Pandit Jawaharlal Nehru.

E322

**Serial** — Sense 1 — Periodical Publication of which each volume or each periodical group of volumes embodies more or less the same kind of information, usually in the same pattern, mainly relating to its year (or other period) of coverage. It is usually released complete as a volume. It is not made of diverse contributions, each by itself forming a continuous exposition of knowledge. (*CCC*, FF112. *Glos*, E32).

Sense 2 — Any single volume of a serial in Sense 1. (*CCC*, FF112. *Glos*, E32).

*Examples:*

- 1) *Annual report of the Director of Agriculture, Madras*
- 2) *Mysore telephone directory*
- 3) *Who's who in America*

**NOTE** — In American practice, the term Serial is used as equivalent to the term 'Periodical publication'.

E323

**Documentation Periodical** — Sense 1 — Periodical giving a catalogue of articles bearing on a stated subject and appearing in the current fascicles of periodicals. It may also include entries of books currently published.

Sense 2 — Periodical giving a catalogue of books currently published. (*Glos*, E4).

*Alternate Term***Bibliographical Periodical**

**NOTE** — Avoidance of Sense 2 is recommended.

E3231

**Indexing Periodical** — Periodical giving a bare catalogue of articles bearing on a stated subject and appearing in the current fascicles of periodicals. It may also include bare entries of books currently published. (CCC, FF21. *Glos*, E41).

*Examples:*

- 1) *Agricultural index*
- 2) *Technical index*
- 3) *INSDOC list*

E3232

**Abstracting Periodical** — Periodical giving a catalogue of articles bearing on a stated subject and appearing in current fascicles of periodicals, each entry being provided with an abstract of the article described by it. It may also include annotated entries of books currently published. (CCC, FF22. *Glos*, E42).

*Examples:*

- 1) *Biological abstracts*
- 2) *Library science abstracts*
- 3) *Science abstracts, Series B: Electrical engineering*

E32321

**Synopsis** — Author's summary of an article in a periodical, published simultaneously with the article itself. (CCC, UC61).

**NOTE** — Usually, it might have had scrutiny by the editor of the periodical.

E32322

E32322

**Abstract** — The summary, usually by a professional (abstractor) other than the author, of the essential contents of a work, usually an article in a periodical, together with the specification of the Host Document and the Locus within it. (CCC, UC62).

E3233

**Reviewing Periodical** — A periodical, giving in a narrative form, an account of the contributions bearing on a stated subject and appearing in the current fascicules and the books published during its period of coverage. (CCC, FF23. Glos, E43).

*Examples:*

- 1) *Year's work in librarianship*
- 2) *Report on progress in physics*
- 3) *Annual review of biochemistry*

E33

**Book** — Conventional Document of Kind 1, other than Periodical Publication, having been completed or intended to be completed in a finite number of volumes. It is generally in one volume. Some books are in several volumes. (CCC, FF3. Glos, E5).

**NOTE** — The above definition really connotes what is commonly understood by the term 'Book'. (See E3 Alternate Term).

E331

**Pamphlet** — An independent publication consisting of a few leaves of printed matter stitched together (but not necessarily bound), usually enclosed in paper covers. (CCC, EE1. Encyc).

E332

**Trade Catalogue** — A book or a pamphlet issued by a manufacturer or a dealer, or by a group of manufacturers, essentially for illustrating and describing their products or goods and sometimes including or accompanied by a price list.

E333

**Supplement** — Volume forming a continuation of a book or a volume of it, making good its deficiencies, correcting its errors or adding more information. (Glos, E51).

E334

**Multi-volumed Book** — A book in two or more volumes deemed to be inseparable and to form a single book on the ground that:

- 1) the set of volumes together gives a continuous exposition of the subject treated; or
- 2) the thought-content is so distributed that it is unhelpful to treat each volume as if it were a separate book; or
- 3) the same sequence of pagination is continued in all the volumes of the set; or
- 4) the set possesses a common index. (CCC, FF31. Glos, E6).

**Example:** The book *Science and sensibility* by James R. Newman published in two volumes in 1961.

E335 Composite Book — A book with two or more contributions, each with its own title, not forming a continuous exposition and often, though not necessarily, by different authors. (CCC, FF4).

E3351 Ordinary Composite Book — Composite book provided with a single, generic title to denote all the contributions collectively. (CCC, FF41).

**NOTE** — Anthology of several authors, christomathy, hymn-book, prayer-book, song book, symposium, festschrift and similar compilations come under this category.

*Examples:*

- 1) RANGANATHAN (S R), *Ed.* Documentation and its facets. 1963. This symposium contains seventy contributions by thirty-two authors.
- 2) HOLT (Emmett), *Ed.* Happy baby. 1926. It has contributions by four authors.
- 3) WINTER (Erno) etc, *Ed.* Proceedings of the symposium on electron and vacuum physics. 1962. It has contributions by several authors.

E 33511 Festschrift — A work offered in homage to an individual, or an institution or dedicated to an individual's memory.

*Alternate Terms*

**Commemoration Volume**

**Memorial Volume** (if pertaining to a deceased person)

**NOTE** — This usually takes the form of a collection of essays, lectures or biographical, bibliographical or other contributions, often devoted to the subject in which the individual or the institution specializes.

*Examples:*

- 1) KAULA (P N), *Ed.* Library science to-day: Ranganathan festschrift, Volume I — Essays offered to S. R. Ranganathan on his seventy-first birthday.
- 2) DAS GUPTA (A K), *Ed.* An essay in personal bibliography: Ranganathan festschrift, Volume II — Bibliography of the writings on and by Dr S. R. Ranganathan.

E33512 Artificial Composite Book — Composite book without a generic title to denote all the component works collectively. (CCC, FF42).

**NOTE** — An Artificial Composite Book may be created by the publisher by issuing two or more different books within one and the same.

E336

cover, but without a common title-page. It may also be created by a library by binding several books together into a single volume.

E336

**Simple Book** — Book which is not composite, that is, which embodies work by a single author or by joint authors. It may also be anonymous. (CCC, FF6).

E3361

**Incunabula** — A book printed within a few decades of the invention of printing, say in the fifteenth century. (CCC, FF7).

E34

**Contribution** — Sense 1 — Work forming a part of a composite book, a periodical or a serial. (CCC, FF5).

Sense 2 — Micro-document embodying a contribution. (Glos, E7).

E341

**Article** — Contribution in a periodical. (CCC, FF51).

E342

**Contributor** — Author of a contribution. (CCC, FF52).

E4

**Conventional Document of Kind 2** — Document similar to Conventional Document of Kind 1 with the difference that the recording is in a non-conventional script, such as Braille, stenograph, music in notation, and cipher. (CCC, FF91).

E5

**Conventional Document of Kind 3** — Document similar to Conventional Document of Kind 1 with the difference that the graphic medium consists of drawings, pictures, maps, etc, instead of phonetic symbols. (CCC, FF92).

E6

**Conventional Document of Kind 4** — Document similar to Conventional Document of Kind 1 with the difference that the recording is in handwriting. (CCC, FF93).

#### **Alternate Term**

#### **Manuscript**

E61

**Non-conventional Manuscript** — Manuscript using material other than paper. (CCC, FF931).

*Example:* A recording on palm-leaf.

E7

**Regraph** — A photographic, chemical or any other mechanical reproduction of any kind of Conventional Document. (CCC, FF95).

### **E8 NON-CONVENTIONAL DOCUMENT**

E81

**Non-conventional Document of Kind 1** — Reprograph of any kind of Conventional Document on an extremely reduced scale needing the use of special reading apparatus. (CCC, FF94).

*Examples:*

- 1) Micro-card

- 2) Microfilm
- 3) Microfiche

**E82 Non-conventional Document of Kind 2** — Document made of sound-record, whether of articulate sound or of music. (*CCC, FF96*).

*Alternate Term*

**Audio-document**

**E821 Speaking Book** — Printed book with a companion attachment of the sound-record of the words in it. (*CCC, FF961*).

**E83 Non-conventional Document of Kind 3** — Document made of cinema reels. (*CCC, FF97*).

*Alternate Term*

**Visual Document**

**E84 Non-conventional Document of Kind 4** — Document made of talkie reels. (*CCC, FF98*).

*Alternate Term*

**Audio-visual Document**

**E85 Non-conventional Document of Kind 5** — Document made of record of natural or social phenomena made directly by an instrument without being passed through human mind and without being woven into thought created and expressed by human mind. (*CCC, FF991*).

*Alternate Terms*

**Instrument Record Phenomenon**

**Meta-document**

**E91 BY CIRCULATION AND COPYRIGHT**

**E911 Restricted Document** — Document intended to be distributed only to selected institutions and individuals. (*Doc, B1351*).

**E912 House Document** — Document intended for use only within the commercial, industrial or other similar institution producing it. (*Doc, B1352*).

**E913 Private Document** — Document intended for private circulation only. (*Doc, B1353*).

E914

E914      **Secret Document** — Document not intended for circulation to beyond a specified circle of users. (*Doc*, B1354).

E915      **Copyright Document** — Document whose copyright is vested in an individual or a corporate body during the pendency of the copyright and which cannot be reproduced without the consent of the owner of the copyright. (*Doc*, B1355).

E916      **Non-copyright Document** — Document free from copyright encumbrances and available for reproduction by anybody. (*Doc*, B1356).

## CHAPTER F

### RELATED DOCUMENT

F1      **Related Books** — A set of books whose Main Entries do not always file consecutively, but which, all the same, call for their being linked up by the catalogue on account of their being related to one another for some reason or other. (CCC, FJ1).

F2      **Impression** — Book printed at one time from one setting of type.

F21     **Reprint** — Sense 1 — A reproduction of a printed book without alterations or with slight alterations.  
           Sense 2 — A Separate. (*See Section F5*).

F22     **Edition 1** — The first production of a book.

F23     **Edition 2 Onwards** — Reproduction of Edition 1 or an earlier edition of a book with substantial changes in the thought-content, each being distinguished from the other or others, either numerically or by some other equivalent term, such as New, Revised, and Enlarged.

F24     **Edition** — Sense 1 — Edition 1 or 2 with or without slight change in the thought-content.

F25     **Edition** — Sense 2 — One of the different forms in which one and the same work is published, each form having a distinctive name almost amounting to a proper noun, such as Arden Edition, Variorum Edition, Memorial Edition and Vani Vilas Edition.

NOTE 1 — An Edition in Sense 2 forms a Pseudo-series of Kind 1.  
       NOTE 2 — Each book in a Series or a Pseudo-series may be brought out in successive editions in Sense 1, independently of one another.

F3      **Series** — A set of books, not constituting a Multi-volumed Book, and with the following attributes:

- 1) The books are issued, normally successively by one publisher or by one sponsoring body or person, usually in a uniform style, and having some similarity of subject or standard or purpose;
- 2) Each book has normally a distinct and independent title or other features of its own or both;
- 3) Each book has normally a different author;
- 4) There is a collective name, Name of the Series, to denote the set and given in all or at least in one of the books of the set; and

5) Each book is or may be assigned a distinct number called the Serial Number belonging to a system of simple or complex ordinal numbers. (CCC, FH1).

*Examples:*

- 1) Library of Philosophy
- 2) Ranganathan Series in Library Science
- 3) World Classics

**Pseudo-series of Kind 1** — A set of books, not constituting a Multi-volumed Book, and with the following attributes:

- 1) All the books are of common authorship;
- 2) All the books belong to the same Edition in Sense 2;
- 3) The title of each book has a distinctive part in addition to the name of the Edition in Sense 2;
- 4) Each book is or may be assigned a Serial Number belonging to a system of simple or complex ordinal numbers; and
- 5) The name of the author taken along with the name of the Edition in Sense 2 is suitable for use as if it were the Name of a Series. (CCC, FH2).

*Example:* Works of Leo Tolstoy/*Childhood, Boyhood and Youth/ Centenary Edition/3/1928.* This may be represented as ' Tolstoy (Leo). Centenary ed.'

**Pseudo-series of Kind 2** — A set of books, not constituting a Multi-volumed Book, and with the following attributes:

- 1) All the books are of common authorship;
- 2) The titles of the various books have a common part capable of being used as their common generic title;
- 3) The title of each book has a distinctive part of its own in addition to the generic part;
- 4) Each book is or can be assigned a Serial Number belonging to a system of simple or complex ordinal numbers; and
- 5) The name of the author taken along with the generic title is suitable to be used as if it were the Name of a Series. (CCC, FA3).

*Example:*

E. Grimsehl/Text-book of physics/Edited by R. Tomaschek/ Volume 4 Optics . . . Translated . . . by L. A. Woodward/1933.

This may be represented as:

' Grimsehl (E). Text-book of physics. Ed by R. Tomaschek '

F33

**Pseudo-series of Kind 3** — A set of books, not constituting a Multi-volumed Book, and with the following attributes:

- 1) All the books are not of common authorship;
- 2) The titles of the various books have a common part capable of being used as a common generic title;
- 3) The title of each book has distinctive part of its own in addition to the generic part;
- 4) Each book is or may be assigned a Serial Number belonging to a system of simple or complex ordinal numbers; and
- 5) The generic title is suitable for use as if it were the Name of a Series. (CCC, FH4).

*Example:* The volumes edited by Charles Oman under the generic title 'History of England'.

F4

**Extract** — A document which embodies a portion of another document. (CCC, FJ3).

*Example:* The book *Library science and scientific method* is an extract from the book *Five laws of library science*. 1957. Ed 2.

F5

**Separate** — A portion of a document — usually, but not necessarily, a Periodical Publication — issued in the same format as the original, whether printed from the types or plates of the original, or reset. (CCC, FJ3).

#### *Alternate Terms*

**Offprint**

**Reprint** in Sense 2

F51

**Pre-print** — A portion of a document — usually, but not necessarily a Periodical Publication — issued and released in advance of the whole document.

F6

**Merger Book** — A book formed by the merging of two or more books. (CCC, FJ5).

*Example:* The book *Theory of economic dynamics, an essay cyclical and long range changes in capitalistic economy* (1953) by M. Kalaecik is in lieu of the second editions of *Essay in the theory of economics fluctuations* and *Studies in economic dynamics*.

## CHAPTER G

### CATALOGUER'S NEEDS

**NOTE** — It will be helpful if the matter from G3 onwards is read with the sections of Chapter H.

- G1      **Format** — Sense 1 — The shape and size of a book expressed in terms of the size of the full sheet of paper and the number of times it has been folded to get the leaf of a document.  
          Sense 2 — A statement of the height and width of a typical leaf of a document. (CCC, FL1).
- G2      **Collation** — A statement of the number of volumes, pages, plates, maps and other illustrations of a Conventional Document and an equivalent statement in the case of a Non-conventional Document. (CCC, FL2).
- G3      **Imprint** — Record, in a document or a volume of it, of the name(s) of its publisher(s), place(s) of publication and the year of publication. (CCC, FL3).
- G4      **Edition-Statement** — Record, in a document or a volume of it, of the number of each of the successive editions or a distinctive edition of it with a proper name along with the year of publication of each. (CCC, FL4).
- G5      **Title-Statement** — Record, in a document or a volume of it, of the title of the work embodied in it. (CCC, FL5).
- G6      **Author-Statement** — Record, in a document or a volume of it, of the name(s) of the author(s) of the work embodied in it. (CCC, FL6).
- G61     **Entry-Statement for Author** — Record, in a document or a volume of it, of the year of birth (and also the year of death in the case of a deceased person) and of the alternative name(s), if any, of each author of the work embodied in it, and in addition an indication of the Entry Element and the Secondary Element in each name. (CCC, FL7).
- G7      **Collaborator-Statement** — Record, in a document or a volume of it, of the name(s) of collaborator(s) in respect of the work embodied in it along with an indication of the role of each. (CCC, FL8).

**NOTE** — Whenever warranted, a modern document gives the Collaborator-Statement in the page giving the Title-Statement and the Author-Statement.

G71      **Entry-Statement for Collaborator** — Record, in a document or a volume of it, of the year of birth (and also the year of death in the case of a deceased person) and of the alternative name(s), if any, of each collaborator in respect of the work embodied in it, and, in addition, an indication of the Entry Element and the Secondary Element in each name. (*CCC*, F28).

G8      **Anonymous Document** — A document without Author Statement. (*CCC*, FL91).

## CHAPTER H

### PRELIMINARY PAGES

H1      **Title-Page** — Page of a document or a volume of it containing its Title-Statement. Usually, it also contains the Author-Statement and the Imprint. It also indicates the edition of the document in many cases. (*CCC, FG1*).

H2      **Overflow of Title-Page** — Page(s) immediately succeeding or preceding the title-page of a document or a volume of it and containing part of the information usually given on the Title-Page or other statements, such as Edition-Statement, Entry-Statement for Author, and Entry-Statement for Collaborator, and information about other additional factors, such as the Series to which the document may belong. (*CCC, FG2*).

In the case of a Composite Book, Overflow of Title-Page is deemed to include every page in which the name(s) of author(s) and collaborator(s) and the title of any of the contributions or constituent works, as the case may be, are found. (*CCC, FG21*).

H3      **Title-Leaf** — The leaf of which the recto is the Title-Page. (*CCC, FG3*).

H4      **Half-Title Page** — The recto of the leaf usually preceding the Title-Leaf and containing the Half-Title of the document. (*CCC, FG4*).

H5      **Half-Title Leaf** — The leaf of which the recto is the Half-Title Page. (*CCC, FG5*).

## CHAPTER J

### CATALOGUE

J1

**Library Catalogue** — List of documents in a library or in a collection forming a portion of it. (*CCC, FM1*).

**NOTE** — A catalogue may be printed, or it may be in manuscript form. It may be on cards or in loose leaves. It may also be in the form of a continuous book or in the paste-down form with gaps for the interpolation of new entries in between existing entries.

J11

**Union Catalogue** — List of all the documents in two or more libraries giving the names of all the libraries where copies of each document may be found. (*CCC, FM2*).

**NOTE** — It may cover all kinds of documents or any restricted kind of them.

*Examples:*

- 1) Ranganathan (S R) and others. Union catalogue of learned periodical publications in the libraries of South Asia. 1953.
- 2) Bhattacharyya (K). Catalogue of scientific periodicals in Calcutta libraries. 1961.
- 3) India, Health Services (Directorate General of —), Central Medical Library. Union catalogue of medical periodicals in Indian libraries. (Corrected up to January 1962). 1962. Ed 5.

J2

**Bibliography** — List of documents listed together for some purpose. (*CCC, FM3*).

**NOTE** — The purpose is usually to bring to the notice of the reader an exhaustive or select list of documents relevant to the pursuit of his enquiry or study. Originally, it was mostly a list of Macro-documents. Now it may also include Micro-documents.

J21

**Micro-bibliography** — Bibliography exclusively or mostly of Micro-documents. (*CCC, FM41*).

J211

**Documentation List** — A Micro-bibliography with emphasis on nascent documents in the subject field concerned.

*Examples:*

- 1) *INSDOC list*
- 2) *Chemical titles*
- 3) *Index medicus*

J22

J22      **Macro-bibliography** — Bibliography exclusively of Macro-documents. (CCC, FM42).

*Examples:*

- 1) *British national bibliography*
- 2) *Indian national bibliography*
- 3) *Cumulative book index*

### J3 NATIONAL BIBLIOGRAPHY

J31      **National Bibliography** — Sense 1 — List of books and periodicals published in a country. (CCC, FM5).

*Examples:* See examples 2 and 3 in Section J22.

J32      Sense 2 — List of books published in a country, those published on the country and its citizens and the books written by any citizen of the country published in any region of the world. (CCC, FM51).

J4      **State Bibliography** — List of books and periodicals published in a constituent state of a country. (CCC, FM6).

J5      **Linguistic Bibliography** — List of books and periodicals published in a language. (CCC, FM7).

*Example:* *Cumulative book index.*

### J6 CATALOGUE AND ITS PARTS

J61      **Unipartite Catalogue** — A library catalogue in a single part, with all the entries in a single sequence. (CCC, DB1).

**NOTE** — Normally a Dictionary Catalogue is Unipartite.

J62      **Bipartite Catalogue** — A library catalogue in two parts, with the entries giving information about what the library has on various subjects arranged in one sequence and all the other entries arranged in a second sequence. (CCC, DB2).

**NOTE** — Normally a Classified Catalogue is Bipartite.

J63      **Classified Catalogue** — A Bipartite Catalogue in which some entries are Number Entries and some are Word Entries. (CCC, FP1).

**NOTE** — A Classified Catalogue consists of two parts — the Classified Part and the Alphabetical Part.

J631      **Classified Part** — That part of a Classified Catalogue which contains all its Number Entries. (CCC, FP2).

J632      **Alphabetical Part** — That part of a Classified Catalogue which contains all its Word Entries. (CCC, FP3).

J64      **Dictionary Catalogue** — A Unipartite Catalogue in which all the entries are Word Entries. (CCC, FZD1).

NOTE 1 — A Dictionary Catalogue consists of one part only.

NOTE 2 — The entries in a Dictionary Catalogue are arranged alphabetically as in a dictionary.

J7      **Shelf List** — Record of the documents in a library on Standard Catalogue Cards, written on the principle of one-title-one-card with the Call Number in the leading line, the cards being arranged in a sequence absolutely parallel to the sequence of the documents on the shelves.

***Alternate Term***

***Shelf Register***

NOTE — The Shelf List is mainly used for verifying the stock of the reading material in a library.

## CHAPTER K

### CATALOGUING

K1      **Cataloguing** — Construction and maintenance of a catalogue.

K11     **Catalogue Code** — A set of rules for the guidance of cataloguers in the construction and maintenance of a library catalogue.

K12     **Authority List** — A list of the headings selected for use in a catalogue compiled as an official work of reference, each heading being in an approved form in order to eliminate fresh thinking should the same heading be required again for a later book. (*Encyc*).

K2      **Cataloguer** — A person who constructs a catalogue.

K3      **Selective Cataloguing** — Sense 1 — The practice of cataloguing only certain preferred kinds of reading material in a library, leaving the rest as uncatalogued.  
 Sense 2 — The practice of varying the extent of details to be given in an entry. (CCC, CF91).  
 Sense 3 — The practice of determining the number of added entries to be made.

K4      **Co-operative Cataloguing** — The production of catalogue entries or printed book catalogues jointly by two or more independent libraries so that each library, and usually other non-cooperating libraries also, may share the benefits of such a joint effort. (*Encyc*).

K5      **Centralized Cataloguing** — The cataloguing, by one library or a cataloguing agency within a system of libraries, of all books acquired by all those libraries so that the results of such cataloguing are used by the individual libraries. (*Encyc*).

K51     **Cataloguing-in-Source** — The provision of full cataloguing information within a book even as it is published. (*Encyc*).

K52     **Pre-natal Cataloguing** — The cataloguing of a book by a centralized cataloguing agency from copy of the page-proof supplied by the publisher prior to publication so that the catalogue cards are available on the day of publication and may be ordered by means of a reference number appearing in the book. (CCC, DE5).

## CHAPTER L

### PHYSICAL FORM OF CATALOGUE

L1      **Book-Form Catalogue** — A catalogue in bound-book form with the entries usually printed.

L2      **Paste-Down Catalogue** — A catalogue in book form, bound or in the form of loose-leaves held in binders, the entries being written, typed, printed, or made on slips, and pasted on blank pages.

*Alternate Term*

**Guard Book Catalogue**

NOTE — The entries are spaced widely to allow for the insertion of additions and, when a page becomes full or correct interfiling is no longer possible they are cut out and distributed over two pages.

L3      **Sheaf Catalogue** — A catalogue consisting of slips, each bearing a single entry, held in loose-leaf binders which are labelled and shelved, usually in specially-designed racks. (*Encyc*).

*Alternate Term*

**Loose-Leaf Catalogue**

L4      **Card Catalogue** — A catalogue on cards of a uniform size, usually 75×125 mm, each card bearing a single entry, filed vertically in special drawers housed in a cabinet. (CCC, ED12. *Encyc*).

## CHAPTER M

## RECORDING

## M1 LANGUAGE OF ENTRY

M11 **Favoured Language** — The language in which the majority of the documents of the library occur. (CCC, EA1).

M12 **Scale of Languages** — A list of languages, to be kept by a library, in which the Favoured Language is given the first place and the other languages are entered in the descending scale of popularity. (CCC, EA2).

M13 **Most Popular Language** — Among a given set of languages, the language occurring earliest in the Scale of Languages. (CCC, EA3).

## M2 SCRIPT OF ENTRY

M21 **Favoured Script** — The script of the Favoured Language of a library or, in exceptional cases, any other script chosen by the library as the Favoured Script. (CCC, EB1).

M22 **Transliteration** — A representation of the characters of one alphabet by those of another. (CCC, EB3).

## M3 NOTATION

M31 **Inclusive Notation** — A set of consecutive numbers represented by a symbol consisting of:

- 1) the first number of the set,
- 2) a dash, and
- 3) the last number of the set. (CCC, ED910).

*Examples:*

- 5-25
- 1935-6
- 1935-65

M32 **Open Notation** — An indefinite continuation of consecutive numbers beginning from a specific number and represented by a symbol consisting of:

- 1) the specific number forming the beginning, and
- 2) a dash. (CCC, ED912).

*Example: 55 —*

M4

**Library Hand** — The words and numbers in an entry, written in a bold, upright, impersonal hand, the letters and digits being detached from one another. (CCC, ED23).

**M5 CARD TECHNIQUE**

M51

**Catalogue Card** — A plain or ruled card, usually of the standard size of 75×125 mm, on which an entry is written. (Encyc).

M511

**Unit Card** — A catalogue card bearing the Main Entry for a work and with the Leading Section vacant such that copies of it can be converted into specific added entries by inserting the appropriate heading in the Leading Section. (CCC, CE3).

M5111

**Unit Card System** — Catalogue in printed or near-printed cards in which the Main Entry is printed with the Leading Section vacant, and the copies of which are converted into specific added entries by inserting the appropriate heading in the Leading Section. (CCC, CE3).

**M52 LINES IN A CARD**

M521

**Leading Line** — The top-most horizontal line of a card. (CCC, ED251).

M522

**First Vertical** — The left-most vertical line of a card. (CCC, ED252)

*Alternate Term*

**First Indention**

M523

**Second Vertical** — The vertical line to the right of the first vertical of a card. (CCC, ED253).

*Alternate Term*

**Second Indention**

M53

**Main Card** — A catalogue card bearing the Main Entry for a work.

M54

**Continued Card** — A catalogue card in which an entry of the preceding card is continued. (Encyc).

*Alternate Term*

**Continuation Card**

**Extension Card**

M55

M55

**Guide Card** — A card, having a projecting edge or tab at the top, suitably labelled, inserted among catalogue entries, to indicate arrangement and to facilitate the location of entries. (CCC, KL1).

M

**NOTE** — Guide Cards are usually made of thicker and heavier board than that used for Catalogue Cards. They are also distinguished by their different colours. Besides, different lengths and positions of projecting tabs are provided. These are termed wholes or singles, centre halves, side halves, thirds, fourths and fifths.

M56

**Feature Heading** — The Class Number and the name of the subject written on the tab of the Guide Card taken together in the Classified Part of a Catalogue. (CCC, KL1).

**NOTE** — Feature Headings can be got by Chain Procedure. (See Chapter S). They are got by translating each successive digit in the Class Number, subject to the Canon of Context, into its equivalent term in the natural language, proceeding from left to right. In a printed catalogue these Feature Headings, usually in a distinctive type are easily picked up by the eye in its first sweep of the pages, thus facilitating quick location of the entries for documents on subjects in which the reader is interested.

## M6 CALL NUMBER

M61

**Class Number** — Ordinal number representing a class in a scheme of classification. (Glos, A72).

M62

**Book Number** — Ordinal number fixing the position of a document in a library relative to other documents having the same ultimate class. (Glos, V1).

**Alternate Term**

**Internal Notation**

M63

**Collection Number** — Symbol to denote a collection, other than the main one. (Glos, V7911).

M64

**Call Number** — Ordinal number which fixes the position of a document in a library. (Glos, V7920).

**Alternate Term**

**Call Mark**

**NOTE** — It includes the Class Number, Book Number and the Collection Number, if any.

## Contractions

The following are the contractions to be used in writing entries:

WORD	CONTRACTION
Abkürzung	Abkurz
Abridged	Abr
Abteilung(en)	Abt
Annotated	Annot
Annotation	Annot
Annotator(s)	Annot
Assistant	Assis
Auflage(-n)	Aufl
Ausgabe(n)	Ausg
Ausgewählt	Ausgew
Author(s)	Auth
Band	B
Bearbeiter	Bearb
Bearbeitet	Bearb
Before Christ	BC
Century	Cent
Commentary	Comm
Commentator(s)	Comm
Compiled	Comp
Compiler(s)	Comp
Dedicated	Ded
Dedicatee(s)	Ded
Dedication	Ded
Director	Dir
Edited	Ed
Editor(s)	Ed
Edition	Ed
Edizione	Ed
Epitome	Epit
Epitomized	Epit
Epitomizer(s)	Epit
Erklärung(en)	Erkl
Fascicule	Fasc
Gekürzt	Gek
Gesammelt	Ges

WORD	CONTRACTION
Heft	H
Herausgeber	Her
Herausgereben	Her
Illustration	Ill
Illustrator(s)	Ill
Illustrazione	Ill
Introduction	Introd
Introduction writer(s)	Introd
Introductory	Introd
Introduzione	Introd
Joint	J
Nouveau	Nouv
Nouvelle	Nouv
Number(s)	N
Omarbeide(t)	Omarb
Oversat	Overs
Page(s)	P
Popular	Pop
Preface	Pref
Prologo	Prol
Pseudonym	Pseud
Redigirt	Red
Report	Rep
Reported	Rep
Reporter(s)	Rep
Revidierte	Rev
Revised	Rev
Revision	Rev
Revisor(s)	Rev
Samlede vaerker	Sam
Sammlung	Sam
Special	Sp
Teil(e)	Te
Tome	T
Tradotto	Tr
Traduction	Tr
Traduit	Tr

WORD	CONTRACTION
Traduzione	Tr
Translated	Tr
Translation(s)	Tr
Translator(s)	Tr
Udgave(r)	Udg
Udgiver(e)	Udg
Ubersetzt	Ubers
Ubersetzung	Ubers
Uitgaaf	Uitg
Vertaler	Vert
Volume(s)	V

NOTE 1 — As far as possible, cognate words are provided the same contraction.

NOTE 2 — Some of the contractions prescribed are homonymous. For example, the contraction 'Tr' denotes 'Translated', 'Translation' and 'Translator(s)'. The context of its occurrence will resolve a homonym. (CCC, EC2).

## CHAPTER N

### ENTRY

N1      **Entry** — Ultimate unit record in a library catalogue or a bibliography. (CCC, FN1).

N11     **Specific Entry** — Entry mentioning a specific document. (CCC, FN11)

*Examples:*

1) 2: 55N3 N58

RANGANATHAN (Shiyali Ramamrita) (1892). Classified catalogue code with additional rules for dictionary catalogue code. Ed 4.

(Madras Library Association, publication series. 24).

"For extract see

2: 55y (P111) N58  
122519

2) RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code. Ed 4.

2: 55N3 N58

3) MADRAS LIBRARY ASSOCIATION, PUBLICATION SERIES.

24 Ranganathan: Classified catalogue code. Ed 4.

2: 55N3 N58

N12     **General Entry** — Entry not mentioning any specific document. (CCC, FN12).

*Examples:*

1) CLASSIFIED CATALOGUE CODE.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2: 55N3

2) CLASSIFIED CATALOGUE.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2: 55A5

3) CATALOGUE, LIBRARY SCIENCE.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2: 55

4) LIBRARY SCIENCE.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2

## 5) BHARAT.

*See*

INDIA

N2      **Consolidated Entry**— Two or more entries consolidated into a single entry. (CCC, FN2).

N21     **Consolidated Specific Entry**— Entry mentioning two or more specific documents. (CCC, FN21).

*Example:*

2: 55N3 N34, N45, N51

RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code. Ed 1, 2, 3.

(Madras Library Association, publication series. 4, 13, 17).  
63421, 87453, 111601

N22     **Consolidated General Entry**— A single General Entry replacing two or more general entries. (CCC, FN22).

*Examples:*

1) LIBRARY SCIENCE.

*See also*

BOOK SELECTION.

CATALOGUE, LIBRARY SCIENCE.

CLASSIFICATION, LIBRARY SCIENCE.

2) RANGANATHAN.

*See also*

RANGANATHAN.

RENGANADAN.

RUNGANATHAN.

N3      **Number Entry**— Entry beginning with a Call Number or a Class Number. (CCC, FN31).

*Example:* The entry given as example 1 under Section N11.

N31     **Word Entry**— Entry beginning with a word, or in rare cases, with a symbol given in the Author-Statement of a document as a substitute for the name of the author. (CCC, FN32).

*Example:* Entries given as examples under Section N12.**N4 VARIETIES OF ENTRY**

N41     **Main Entry**— Specific entry giving maximum information about the whole of a document. (CCC, FN41).

**NOTE**— All the other entries specific or general relating to the document are normally derived from the Main Entry.

*Examples:*

- 1) Example 1 given under Sec N11.
- 2) RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code with additional rules for dictionary catalogue code. Ed 4.

(Madras Library Association, publication series. 24).

122519

2: 55N3 N58

**Added Entry** — Entry other than the Main Entry. (CCC, FN42).

**N421 Specific Added Entry** — Added Entry mentioning a specific document. (CCC, FN43).

NOTE 1 — In the book form and multiple card system of catalogue, it is briefer than the Main Entry.

NOTE 2 — In the unit-card-system of catalogue it differs from the Main Entry only in its top-most line, which is filled up by hand or by typing.

NOTE 3 — It does not usually draw any information from outside the Main Entry or its back.

*Examples:* The entries given as examples 2 and 3 under Sec N11.

**Cross Reference Index Entry** — General Added Entry referring, from one word or set of words, to another synonymous word or set of words. (CCC, FN45).

*Alternate Terms**See Entry**See also Entry*

NOTE 1 — A Cross Reference Index Entry may be one of the following five types:

1. Alternate Name Entry

*Examples:*

- i) COUCH (Arthur Quiller) (1863).

*See*

QUILLER-COUCH (Arthur) (1863).

*Q.*

- ii) QUILLER-COUCH (Arthur) (1863).

*See also*

*Q.*

2. Variant-Form-of-Word Entry

*Example:* Entry given as example 2 under Sec N22.

3. Pseudonym-Real-Name Entry

*Example:* RUSSEL (George) (1867),

*See*

A E, Pseud.

**4. Editor-of-Series Entry**

*Example:* EGERTON (Clement), Ed.

*See*

BROADWAY ORIENTAL LIBRARY.

**5. Generic-Name Entry**

*Example:* UNIVERSITY.

*See also*

UNIVERSITY OF BANGALORE.

**NOTE 2 — A Cross Reference Index Entry may draw information from outside the Main Entry and even from outside the document.**

N431

**Referred-to Heading** — The word or set of words with which a Cross Reference Index Entry or a *See also* Subject Entry in a Dictionary Catalogue ends. (CCC, FN451).

*Example:* In examples (i) and (ii) under Note 1 of Sec N43 given above.

QUILLER-COUCH (Arthur) (1862) and Q respectively are Referred-to Headings.

N432

**Referred-From Heading** — The word or set of words with which a Cross Reference Index Entry or a *See also* Subject Entry in a Dictionary Catalogue begins. (CCC, FN452).

*Example:* In examples (i) and (ii) under Note 1 of Sec N43 given above.

COUCH (Arthur Quiller) (1863) and QUILLER-COUCH (Arthur) (1863) respectively are Referred-From Headings.

N44

**Author Analytical** — Specific Added Entry referring from the name of the author and the title of a contribution occurring in a Host Document to its Locus. (CCC, FN46).

*Example:* WEBB (Sydney) (1859).

Diseases of organized society.

*Forming part of*

Adams: Modern state. W N35

N45

**Title Analytical** — Specific Added Entry referring from the title of a contribution occurring in a host document to its Locus. (CCC, FN47).

*Example:* DISEASES OF Organized society

By Webb.

*Forming part of*

Adams: Modern state. W N35

N451

**Catchword Entry** — An entry in which the Leading Section is occupied by a catchword from the title of a book. (*Encyc*).

### N5 SUBJECT ENTRY

N51

**Subject Entry** — Entry giving information about a subject. (CCC, FN51).

**N52      Specific Subject Entry** — Subject Entry which mentions a document in which the subject is treated. (CCC, FN52).

*Examples:* Entries given as example 1 under Section N11 and as example under Sec N21 and the following:

#### CLASSIFIED CATALOGUE CODE.

RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code. Ed 4. 2: 55N3 N58

**N53      Cross Reference Subject Entry** — Specific Subject Entry which mentions the Locus of a document in which the subject is treated. (CCC, FN53).

#### *Alternate Term*

#### Subject Analytical

*Example:*

1) BwM87

*See also*

BxM87 N27

Ramanujan: Collected papers. P xi-xix

2) BIOGRAPHY, RAMANUJAN (S) (1887-1919).

*See also*

Ramanujan (S): Collected works. P xi-xix

BxM87 N27

### N6 ENTRY IN A CLASSIFIED CATALOGUE

**N61      Cross Reference Entry** — Specific Added Class Number Entry in a Classified Catalogue. (CCC, FP5).

*Example:* Entry given as example 1 under Sec N53.

**NOTE 1** — It refers from the Class Number of a subject to its Locus in a Host Document.

**NOTE 2** — It is a Number Entry.

**NOTE 3** — It belongs to the Classified Part of the Catalogue..

**NOTE 4** — It corresponds to the Subject Analytical in a Dictionary Catalogue.

**N62      Class Index Entry** — General Added Word Entry in a Classified Catalogue, referring from the name of a Class to its Class Number. (CCC, FP6).

*Example:* Entries given as examples 1-4 under Sec N12.

**NOTE 1** — It may be derived, by chain procedure, from the Class Number of the Main Entry or of a Cross Reference Entry of a document.

**NOTE 2** — It enables a reader to know the Class Number of the subject on which he seeks documents.

N63      **Cross Reference Index Entry** — Same as in Sec N43.

N64      **Book Index Entry** — Specific Added Word Entry in a Classified Catalogue. (CCC, FP8).

## N7 ENTRY IN A DICTIONARY CATALOGUE

N71      **Subject Index Entry** — It is of the following types:

- 1) Specific Subject Entry,
- 2) Subject Analytical, and
- 3) *See also* Subject Entry. (CCC, FZD4).

N72      **Specific Subject Entry** — Specific Added Word Entry in a Dictionary Catalogue, entering a document under the name of the subject treated in it, if it is unifocal, or under that which is most dominant, if it is multifocal. (CCC, FZD41).

*Example:*

CLASSIFIED CATALOGUE CODE.

Ranganathan (Shiyali Ramamrita) (1892).

Classified catalogue code. Ed 5.

2: 55N3 N64

N73      **Subject Analytical** — Specific Word Entry in a Dictionary Catalogue entering a document under the name of the subject treated in it in a subsidiary way, that is the one occurring as a secondary focus in the document. (CCC, FZD42).

*Example:*

BIOGRAPHY, RAMANUJAN (S) (1887-1919).

Ramanujan (S).

Collected works. P xi-xix

BxM87 N27

N74      *See also* **Subject Entry** — General Added Word Entry in a Dictionary Catalogue referring from the name of one subject to that of another. (CCC, FZD 43).

*Example:* LIBRARY SCIENCE.

*See also*

BOOK SELECTION.

CATALOGUING, LIBRARY SCIENCE.

CLASSIFICATION, LIBRARY SCIENCE.

N75      **Cross Reference Index Entry** — Same as in Sec N43.

N76

N76      **Book Index Entry — A Specific Added Word Entry in a Dictionary Catalogue. (CCC, FZD8).**

*Example:* BIOGRAPHY, RAMANUJAN (S) (1887-1919).

Ramanujan (S).

Collected works, P xi-xix

BxM87 N27

## N8 NAMES OF ENTRIES

*Examples:*

- 1) In Author Entry, the name of the Author occupies the Leading Section.
- 2) In Series Entry, the name of the Series occupies the Leading Section.
- 3) In Title Entry, the title of the document occupies the Leading Section.

**NOTE —** A Specific Entry is usually named after the occupant of its Leading Section. (CCC, F6).

## CHAPTER P

### SECTIONS OF AN ENTRY

P1      **Section of an Entry** — That which is prescribed to be a separate paragraph in an entry in a Card Catalogue. (CCC, FQ0).

NOTE — When an entry occurs in a Book-Form Catalogue all its sections may occur as separate sentences of a single paragraph.

P2      **Leading Section** — Section 1 of an entry. (CCC, FQ1).

P3      **Heading Section**

- 1) Leading Section of a Word Entry.
- 2) Section 2 of a Call Number Entry of a book or of a Class Number Entry of a Periodical Publication, that is, of a Main Entry in a Classified Catalogue.
- 3) Section 3 of a *See also* Subject Entry.
- 4) Section 3 of a Cross Reference Index Entry. (CCC, FQ2).

P4      **Title Section**

- 1) Section of a Main Entry giving the title of the document catalogued, along with the names of the collaborators and the edition, if any. (CCC, FQ3).
- 2) Section of any other Specific Added Entry giving the title of the document catalogued.

P41     **Bibliographical Section** — Section giving Format, Collation, and Imprint, in the Main Entry of a Macro-document. (CCC, FQ31).

NOTE — In a National Bibliography, the Bibliographical Section consists of Format and Collation only. The Imprint forms a separate section.

P411    **Imprint Section** — The Imprint Section consists successively of the following:

- 1) Name(s) of place(s) of publication in abbreviated form where possible without prejudice to intelligibility, a comma separating the names if there be more than one name;
- 2) Semicolon;
- 3) Name(s) of publisher(s) in the shortest form, consistent with intelligibility, a comma separating the names if there be more than one name;
- 4) Full stop;

P42

- 5) Month of publication, if necessary and possible;
- 6) Year of publication;
- 7) Full stop; and
- 8) Published price, a comma separating the different currencies if there be more than one. (CCC, SE14).

NOTE — In a National Bibliography, the Bibliographical Section and the Imprint Section taken together form the Book-Trade Section. (CCC, SE1).

P42

**Host Section** — Section in the Main Entry giving the name of the Host Document and the Locus of a Micro-document in it.

P43

**Locus Section**

- 1) Section in a Cross Reference Entry of a Classified Catalogue, giving the Locus.
- 2) Section in a Subject Analytical in a Dictionary Catalogue, giving the Locus. (CCC, FQ32).

P5

**Note Section** — Section of a Main Entry or of a Book Index Entry giving the name of the series or the name(s) of the related book(s) or both and, in the case of a Periodical Publication certain other information, such as periodicity, holdings and changes in publication. (CCC, FQ4).

P6

**Annotation Section** — Section of a Main Entry giving Annotation, Synopsis or an Abstract of the document catalogued. (CCC, FQ41).

P61

**Annotation** — Explanation in a few words, usually by the cataloguer, about the importance or special features of a book and the status of the author, without introducing any critical opinion of the cataloguer. This is added to the Main Entry. (CCC, MB9).

NOTE — The Annotation is added as the penultimate section, that is, before the Accession Number Section.

P7

**Accession Number Section** — Last section in the front of a Main Entry Card, giving the Accession Number of a document. (CCC, FQ5).

P8

**Tracing Section** — Section, usually in the back of a Main Entry Card, giving the Headings and the Referred-From Class Numbers or Call Numbers to all the Added Entries of the document. (CCC, FQ5).

NOTE — Tracing Section is not normally given in a Book-Form Catalogue.

P91      **Directing Section** — Section in an Added Entry directing attention to a document, Class Number, Name of a Class or an Alternative Name. (CCC, FQ91).

NOTE — This section occurs in a Cross Reference Entry, a Class Index Entry, a *See also* Subject Entry and a Cross Reference Index Entry.

P92      **Second Section** — Section in a Book Index Entry giving the specification of the concerned document(s). (CCC, FQ12).

P93      **Index Number Section**

- 1) Section in a Book Index Entry, giving the Call Number of the document;
- 2) Section in a Class Index Entry, giving the Class Number of the Class;
- 3) Section in a Specific Subject Entry, giving the Call Number of a document;
- 4) Section in a Subject Analytical, giving the Call Number of a document;
- 5) Section in the Main Entry of a Dictionary Catalogue, giving the Call Number in general and Class Number in the case of a Periodical Publication. (CCC, FQ93).

**CHAPTER Q****HEADING****Q0****Heading — Occupant of a Heading Section. (CCC, FR0).****NOTE 1 — A Heading may be the name of a**

- 1) person,
- 2) geographical entity,
- 3) corporate body,
- 4) series,
- 5) document,
- 6) subject, or
- 7) language.

**NOTE 2 — The person or corporate body whose name is used as Heading may be**

- 1) an author,
- 2) a joint author,
- 3) a collaborator,
- 4) a joint collaborator, or
- 5) the subject of a document.

**NOTE 3 — The name of a geographical entity, used as Heading, may represent the name of a**

- 1) government,
- 2) document, or
- 3) subject.

**Q1****Homonymy in Sense 1 — One and the same name denoting two or more entities of any one of the following categories:**

- 1) persons,
- 2) geographical entities,
- 3) corporate bodies,
- 4) documents,
- 5) series,
- 6) subjects, and
- 7) languages. (CCC, FR1).

**Q11****Homonymous Heading in Sense 1 — A Heading which is a Homonym in Sense 1. (CCC, FR11).****Q12****Individualizing Element in Sense 1 — Term(s) added to a name in a Heading to resolve Homonym in Sense 1 so as to individualize the intended entity. (CCC, FR12).**

*Examples:*1) *Names-of-Persons*

Hall (James) (1755)  
 Hall (James) (1761)

2) *Geographical Names*

Tanjavur  
 Tanjavur (City)  
 Tanjavur (Taluk)

**NOTE** — The first of the above headings is the name of the geographical area of the largest extent denoted by the Homonym being considered.

3) *Names of Books*

Ramayana (Kamban)  
 Ramayana (Tulsidas)  
 Ramayana (Valmiki)

**Q2** **Homonym in Sense 2** — One and the same name denoting entities of any two or more of the categories mentioned in Section Q1. (CCC, FR21).

**Q21** **Homonymous Heading in Sense 2** — A Heading which is a Homonym in Sense 2. (CCC, FR21).

**Q22** **Individualizing Element in Sense 2** — Term(s) added to a name in a Heading to resolve a Homonym in Sense 2, that is, so as to individualize the intended entity. (CCC, FR22).

*Examples:*

Salisbury	Salisbury (City)
Salisbury (Book)	Salisbury (Subject)

**NOTE** — The first of the above headings is the name of a person.

**Q3** **Homonym in Sense 3** — A Homonym simultaneously in Senses 1 and 2. (CCC, FR3).

**Q31** **Homonymous Heading in Sense 3** — A Heading which is a Homonym in Sense 3. (CCC, FR31).

**Q32** **Individualizing Element in Sense 3** — A succession of Individualizing Elements in Senses 1 and 2 added to a name in a Heading to resolve Homonym in Sense 3 so as to individualize the intended entity. (CCC, FR32).

Q4

*Example:*

Cambridge (Massachusetts) (Book).

Here, 'Massachusetts' is the Individualizing Element in Sense 1 and 'Book' is the Individualizing Element in Sense 2. Both taken together form Individualizing Element in Sense 3.

Q4

**Individualized Heading** — Heading including Individualizing Element(s) added to resolve a Homonym. (CCC, FR4).

Q41

**Word-Group in a Heading** — One or more words, constituting the name forming the heading, which are inseparable and should be taken together, to make the specification of the entity intelligible. (CCC, FR41).

*Examples:*

1) *Word-group of one word:*

Hall	Cambridge
Tanjavur	Oxford

2) *Word-group of two words:*

De Quincy	Rajendra Prasad
Chin Hills	Madhya Pradesh
Book Selection	Digestive System

3) *Word-groups of three words:*

Basu Ray Chaudhuri
Martin Du Gard
Clacton-on-Sea
New South Wales

Q42

**Individualized Word-Group in a Heading** — A word-group in a Heading taken along with the Individualizing Element, if any. (CCC FR42).

**Alternate Term**

**Block in a Heading**

*Examples:*

- 1) Ranganathan (S R) (1892)
- 2) Cambridge (Massachusetts) (Book)

## Q5 KINDS OF HEADING

Q51

**Simple Heading** — Heading consisting of a single Block. (CCC, FR51).

*Examples:*

- 1) Hall (James) (1755)

2) Tanjavour (City)  
 3) Cambridge (Massachusetts) (Book)

**Q52**      **Multiple Heading** — Heading consisting of two or more Blocks, usually separated by a punctuation mark, such as a comma. (CCC, FR52).

*Examples:*

1) MADRAS, MINISTERS (Council of —)  
 2) LAW, CONSTITUTION, GREAT BRITAIN

**Q53**      **First Heading** — The First Block in a Multiple Heading. (CCC, FR53).

*Alternate Term*

**Main Heading**

*Examples:*

1) In example 1 in Sec Q52 'MADRAS' is the First Heading.  
 2) In example 2 in Sec Q52 'LAW' is the First Heading.

**Q54**      **Second Heading** — The Second Block in a Multiple Heading (CCC, FR54).

*Alternate Term*

**First Sub-heading**

*Examples:*

1) In example 1 in Sec Q52 'MINISTERS (Council of —)' is the Second Heading.  
 2) In example 2 in Sec Q52 'CONSTITUTION' is the Second Heading.

**Q55**      **Multiple Subject Heading** — Subject Heading having, in its successive Blocks, the names of successive isolates or subjects (CCC, FR56).

*Examples:*

1) MEDIUM SPEED, TWO STROKE, DIESEL ENGINE  
 2) DIAGNOSIS, TUBERCULOSIS, LUNGS  
 3) INDIA, LABOUR, JUTE, INDUSTRY

**Q56**      **Multiple Corporate Heading** — Corporate Heading having in its successive Blocks, the name of a corporate body and the names of its successive organs of/increasing remove. (CCC, FR57).

Q57

*Examples:*

- 1) MYSORE, MINISTERS (Council of —)
- 2) INDIAN STATISTICAL INSTITUTE, RESEARCH AND TRAINING SCHOOL

Q57

**Jointed Heading** — A Heading in which two or more co-ordinate Blocks are jointed with a conjunction or its equivalent.

*Examples:*

- 1) BRIERLEY (R G) and SIEKMANN (H J)
- 2) INDIAN INSTITUTE OF TECHNOLOGY (BOMBAY) and MACHINE TOOL MANUFACTURERS' ASSOCIATION (INDIA).

Q6

**Descriptive Element** — Term(s) added after the name of a person or a corporate body, including its Individualizing Element(s), if any, to denote the role of the person or corporate body, if it is other than that of the author, such as, *Ed*, *Tr*, *Assis* and *Dir*. (CCC, FR6).

Q7

**Connecting Element** — Words, such as 'and' and 'of' occurring within a Block in a Heading or between the names of joint authors or joint collaborators. (CCC, FR7).

*Examples:*

- 1) 'y' in ' LEON Y ROMAN
- 2) 'AM' in ' FRANKFURT AM MAIN
- 3) 'ON' in ' CLACTON-ON-SEA '
- 4) 'and' in ' SRINIVASAN (G A) and KRISHNAMACHARI (C) '
- 5) 'and' in ' BULLENS (D K) and BATTELLE MEMORIAL INSTITUTE, METALLURGICAL (Staff) '

Q8

**Entry Element** — The word or word-group occurring first in a Block in a Heading, that is, before an individualizing, descriptive or any other element belonging to the Block. (CCC, FR8).

Q81

**Entry Word** — The first word in an Entry Element. (CCC, FR81).

## CHAPTER R

### NAME-OF-PERSON AND NAME OF CORPORATE BODY

**R1**      **Name-of-Person** — A word or set of words arranged in a definite sequence and used to denote a person. (*CCC, HB2*).

***Alternate Term***

**Name**

**NOTE** — The briefer term may be used in any context where it is not likely to denote any entity other than a person.

### R2 SIMPLE NAME

**R21**      **Given Name** — A word or word-group, usually given to a person, shortly after birth, as the individual's name, by the parents or their deputy. It consists of proper nouns. (*CCC, HB31*).

***Alternate Term***

1) Christian Name	3) Forename
2) Personal Name	4) First Name

**R22**      **Family Name** — A word or word-group normally inherited by a person as denoting the name of his family. It is a proper noun. (*CCC, HB32*).

***Alternate Term***

1) Surname	2) Last Name
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**NOTE** — The term Last Name is valid only in cases, such as Western, Japanese, Marathi, and modern Gujarathi, Bengali and Hindi names.

In some cases, such as Chinese, Viet-Namese, Malayalam, Kannada, and Telugu names, the Family Name is the First Name.

**R23**      **Irremovable Attachment** — Word or word-group made up of common nouns attached after the given name, deemed to be an Irremovable Attachment, and always taken along with it. (*CCC, HB33*).

***Examples:***

- 1) Acharya
- 2) Reddy
- 3) Singh

**NOTE** — For a fuller list see Sec HB331 of *CCC*.

R24      **Removable Attachment** — Word or word-group made of common nouns or adjectives, attached as an honorific or a term of courtesy after or before or in the middle of a name, deemed removable, and not to be retained in the heading of an entry. (CCC, HB34).

*Examples:*

- 1) Baba
- 2) Pandit
- 3) Sardar

NOTE — For a fuller list see Sec HB341 of CCC.

**Irremovable Auxiliary Word** — An article, a preposition, a combination of an article and a preposition or any other auxiliary word occurring between the given Name and the Family Name. It is usually retained in the heading of an entry. (CCC, HB35).

*Examples:*

For articles

- 1) Arabic: ad, al, ar, as, at, ez
- 2) German: das, der, die, ein, eine

For names with articles

- 1) Albiruni
- 2) Thomas A'Beckett
- 3) Van Der Bruggen

Note — For a fuller list see Sec ECl of CCC.

**Abbreviated Word** — A proper noun in a name, not fully spelt out but abbreviated to one or more initial letters, either habitually by the person himself or in public usage or reference, or in the Title-Page or anywhere else in the Preliminary Pages, or elsewhere in a document. (CCC, HB36).

*Examples:*

- 1) B. C. Pal for Bepin Chandra Pal
- 2) S. N. Sen for Surendra Nath Sen
- 3) A. J. Wells for Arthur James Wells

### R3 COMPOUND NAME

**Compound Family Name** — Family Name made up of two or more proper nouns:

- 1) connected by a hyphen, or

- 2) connected by a conjunction or any other kind of auxiliary word, or
- 3) written separately without any connecting symbol or auxiliary word. (CCC, HC1).

*Examples:*

- 1) A. T. Quiller-Couch
- 2) G. Levi Della Vida
- 3) S. Das Gupta

R32      **Compound Given Name** — Given Name made up of two or more proper nouns:

- 1) connected by a hyphen, or
- 2) connected by a conjunction or any other auxiliary word, or
- 3) written separately without any connecting symbol or auxiliary word. (CCC, HC5).

*Alternate Term*

**Split Given Name**

*Examples:*

- 1) K. Yogesha Ananda Row
- 2) U. Ganapathi Subramanian
- 3) D. Subra Manian

#### R4 FORM OF NAME-OF-PERSON

R41      **Usage Name** — Name-of-Person used in denoting a person for public purposes. (CCC, HE1).

R42      **Title-Page Name** — Name-of-Person as it occurs on the Title-Page of a document. (CCC, HE2).

NOTE — For examples for the succeeding sections *see the end of the chapter.*

R43      **Full Name** — Usage Name or Title-Page Name, as the case may be. (CCC, HE3).

R44      **Pure Name** — Name derived from Full Name by removing all the removable attachments, if any. (CCC, HE4).

R45      **Reduced Name** — Name derived from Pure Name by temporarily coupling together with a hyphen the components of a compound or multi-worded Given Name or Family Name, if any, if they are not already coupled together by a hyphen

or an auxiliary word, and coupling the Irremovable Attachment at the end, if any, with the preceding word or compound word as the case may be. (CCC, HE5).

**Entry Element** — In the case of a Name-of-Person other than Chinese and Viet-Namese, the Entry Element consists of the last word or the last coupled word-group in the Reduced Name. If it is Chinese or Viet-Namese, the entire Pure Name, without any change in the sequence of its words, is used as the Entry Element. (CCC, HE6).

**Secondary Element** — In the case of a Name-of-Person other than Chinese and Viet-Namese, the Secondary Element consists of all the words of the Reduced Name not included in the Entry Element. (CCC, HE7).

**Entry Name** — Entry Element followed by the Secondary Element, if any, in a Name-of-Person with all the temporary hyphens removed. (CCC, HBE8).

*Examples:*

<i>Kind of Name</i>	<i>Western</i>	<i>Arabic</i>	<i>Hindu</i>
Full Name	M Magnus Gabriel De la Gardie	Janab Farid al-Din Abu Hamid Mohammad Ibrahim	Doctor Sir Chetput Pattabhirama Ayyar Ramaswamy Iyer
Pure Name	Magnus Gabriel De la Gardie	Farid al-Din Abu Hamid Mohammad Ibrahim	Chetput Pattabhi- rama Ayyar Rama- swamy Iyer
Reduced Name	Magnus Gabriel De-la-Gardie	Farid al-Din Abu Hamid Mohammad Ibrahim	Chetput Pattabhi- rama Ayyar Rama- swamy Iyer
Entry Element	De la Gardie	Mohammad Ibrahim	Ramaswami Iyer
Secondary Ele- ment	Magnus Gabriel	Farid al-Din Abu Hamid	Chetput Pattabhi- rama Ayyar
Entry name	DE LA GARDIE (Magnus Gabriel)	MOHAMMAD IBRA- HIM (Farid al-Din Abu Hamid)	R A M A S W A M Y IYER (Chetput Pattabhirama Ayyar)

## CHAPTER S

### CHAIN PROCEDURE

#### S1 CLASS

S11      **Class** — The term used to denote 'Subject', in discussion, in the idea plane. (CCC, KA11).

S12      **Class Number** — The term used to denote 'Subject' in discussion, in the notational plane. (CCC, KA12).

S13      **Focus** — The generic term used to denote 'Class' in the idea plane, 'Subject' in the verbal plane, and 'Class Number' in the notational plane. (CCC, KA13).

S14      **Main Class**=**Main Subject**=**Main Class Number**=**Main Focus** — Any focus enumerated in the schedule of Main Classes in the Scheme for Classification used. (CCC, KA14).

S15      **Canonical Class**=**Canonical Subject**=**Canonical Class Number**=**Canonical Focus** — Any focus enumerated as a Canonical Class of a Main Class in the Scheme for Classification used. (CCC, KA15).

S16      **Basic Class**=**Basic Subject**=**Basic Class Number**=**Basic Focus** — Any Main Class or any Canonical Class. (CCC, KA16).

#### S2 ISOLATE AND FACET

S21      **Isolate (Generic Term)**=**Isolate Idea (in the Idea Plane)**=**Isolate Term (in the Verbal Plane)**=**Isolate Number (in the Notational Plane)**=**Isolate Focus**—Any of the divisions of a Basic Class based on a characteristic or a succession or train of (homogeneous) characteristics and enumerated in the Scheme for Classification used as a Focus in a Facet. (CCC, KA20).

S211     **Common Isolate** — An Isolate Idea in the idea plane denoted by the same Isolate Term in the verbal plane and represented by the same Isolate Number in the notational plane, to whatever Basic Class it is attached. (CCC, KZD191).

**NOTE** — Any Geographical Isolate is a Common Isolate. The Isolates denoted by the following terms are also Common Isolates:

Anthology	Cyclopedia	Report of Conference
Bibliography	Directory	Serial
Biography	History	Syllabus
Collection	Periodical	

S22

S22      **Digit** — Each of the distinct symbols in a Class Number. (CCC, KA22).

S221      **Connecting Digit** — Digit used in an Analytico-Synthetic Classification to connect an Isolate Number to a Basic Class Number or to another Isolate Number. (CCC, KA221).

S222      **Quasi-digit** — Group of Digits to be treated as if they together formed a single Digit. (CCC, KA222).

S23      **Compound Focus=Compound Class=Compound Class Number** — Focus consisting of one Basic Focus and one or more Isolate Foci. (CCC, KA23).

### S3 DEVICES

S31      **Chronological Device** — Device of using the appropriate Chronological Number for the formation or the subdivision of an Isolate, which is capable of chronological formation or subdivision, or when the individualization of the Isolates or Sub-isolates are made to depend conveniently on the period of origin or birth, the year of first investigation, or discovery, initiation, commencement or occurrence, or the year that may be definitely associated with the respective Isolates in any other manner or for any other reason. Some of the cases where this Device may be employed are generally indicated either in the Schedules or in the Rules of the Scheme for Classification used. (CCC, KA30. *Glos*, Q30).

*Example:*

O111, 2J64 denotes ' William Shakespeare '

Here

O = Literature,

111 = English language,

, is Connecting Digit,

2 = Drama, and

J64 = 1564.

Therefore, O111,2J64 = A writer of drama in the English language born in 1564, that is, William Shakespeare.

S32

**Geographical Device** — Device of using the appropriate Geographical Number (that is, of continent, country, state, district, etc, as the case may be) for the formation or the subdivision of an Isolate, which is capable of geographical formation or subdivision, or when the individualization of an Isolate, or a Sub-isolate may be made to depend conveniently on the place of

origin or prevalence or habitation or one that may be definitely associated with the respective foci in any other manner or for any other reason. The cases where this Device may be applied are generally indicated either in the Schedules or in the Rules of the Scheme for Classification used. (CCC, KA40. Glos, Q40).

*Example:* V44 denotes History of India. Here V is the Basic Class Number meaning 'History'. 44 is an Isolate Number got by Geographical Device. It means India.

S33

**Subject Device** — Device of using the appropriate Class Number for the formation or the subdivision of an Isolate, which is capable of such formation or subdivision, or when the individualization of the Isolates or Sub-isolates may be made to depend conveniently on a Class Number that may be definitely associated with the respective classes in any manner or for any reason. The cases where this Device may be applied are given in the Schedules or in the Rules of the Scheme for Classification used. (CCC, KA5. Glos, Q50).

NOTE 1 — In Colon Classification, the Subject Device part of an Isolate Number is to be enclosed in circular brackets; and it is called **Packeted Number**.

*Example:*

T9 (Y31) denotes 'Rural education'

Here

T = Education,

9 = Other educants, and

(Y31) = Rural social group (got by Subject Device)

(Y31) is put within brackets to show that it is got by Subject Device. It is a Packeted Number

NOTE 2 — In Decimal Classification also, Subject Device is often used. But the number got by Subject Device is not packeted. There is nothing to show that it is got by Subject Device. The Committee on the General Theory of Classification (FID/CA) of the International Federation for Documentation has recommended that the Universal Decimal Classification may adopt Packeted Notation as in Colon Classification.

S34

**Alphabetical Device** — Device of using the first, the first two or the first three, etc, initial letters of the name of an entity, existential or conceptual, for the formation or the subdivision of an Isolate. (CCC, KA60. Glos, Q60).

*Examples:*

D5125H = Hind cycle

D5125HU = Hudson cycle

D5125HUM = Humber cycle

## S4 PHASE RELATION

**S41 Phase Relation** — Relation between the phases of a Complex Class or those of a Complex Isolate or those of a Complex Array Isolate. (*Glos, H5*).

**S42 Complex Class** — Class formed by combining two or more classes by a device other than Subject Device. (*CCC, KA710, Glos, H1*).

*Example:* B0bD denotes ‘Mathematics for those primarily interested in engineering’.

Here

B = Mathematics,  
 0 is a Connecting Digit,  
 $b$  = Inter-Class Bias Relation, and  
 D = Engineering.

**S421 Inter-Class Phase** — Each of the classes whose combination forms a Complex Class. (*CCC, KA711*).

*Example:* In B0bD Mathematics for engineers,

B Mathematics is the First or the Basic Phase.

D Engineering is the Second Phase. It is a Biasing Phase as the relation is a Bias Relation.

**S422 Inter-Class Phase Relation** — The relation between the Component Classes of a Complex Class. (*CCC, KA712, Glos, H501*).

**S43 Complex Isolate** — Isolate formed by the combination of two or more Isolates of the same Facet by other than Superimposition Device, on the basis of their mutual relation. (*CCC, KA720, Glos, H2*).

*Example:* X555.440k1N48 denotes ‘Commonwealth preference in India’s commerce’.

Here

X555 = Foreign Commerce,  
 . is a Connecting Digit,  
 44 = India,  
 0 is a Connecting Digit,  
 $k$  = Intra-Facet Bias Relation,  
 1N48 = The Commonwealth, and  
 440k1N48 is a Complex Isolate.

S431      **Intra-Facet Phase** — Each of the Isolates whose combination forms a Complex Isolate. (CCC, KA721).

S432      **Intra-Facet Phase Relation** — The relation between the Components of a Complex Isolate. (CCC, KA722. Glos, H502).

S44        **Complex Array Isolate** — Array Isolate formed by the combination of two or more Array Isolates of the same Array by other than Superimposition Device on the basis of their mutual relation. (CCC, KA730. Glos, H3).

*Example:* Y310w35 denotes 'Difference between rural folk and city folk'.

Here

Y = Sociology,

31 = Rural folk,

0 is a Connecting Digit,

w = Intra-Array Relation of Difference,

35 = City folk, and

310w35 is a Complex Array Isolate.

S441     **Intra-Array Phase** — Each of the Array Isolates whose combination forms a Complex Array Isolate. (CCC, KA731).

## S5 ARRAY AND CHAIN

S51       **Array** — A sequence of Coordinate Classes or Isolates. (CCC, KA901. Glos, A3).

S52       **Immediate Universe** — A Class or Isolate of which the Classes or Isolates of an Array are Sub-classes or Sub-isolates respectively. (CCC, KA902).

*Examples:*

- 1) Among the Isolates forming the Natural Group of Plants in Botany, the Isolates, Algae, Fungi, and Lichen form an Array with Thallophyta as the Immediate Universe.
- 2) Among the Isolates forming the Systems of Philosophy, the Isolates Advaita, Visishtadvaita, and Dvaita form an Array with Vedanta as the Immediate Universe.
- 3) Among the Isolates forming the Social Groups in Sociology, the Isolates, Rural, Urban and City Residents form an Array with Groups-by-Residence as the Immediate Universe.

S53       **Chain** — A modulated sequence of Subordinate Classes or Isolates. (CCC, KA905).

*Examples:*

- 1) Thallophyta, Fungi, Basidiomycetes and Mushroom form a Chain of Isolates.
- 2) Vedanta, Advaita, Pratyabhijna and Virasaiva Schools of Indian Philosophy form a Chain of Isolates.
- 3) Social Activity, Ceremonial, Ceremonial of Childhood and Ceremonial of Naming form a Chain of Isolates.

S531      **Link** — A class in a chain. (*Glos*, A42).

S532      **First Part of a Chain** — The part of the Chain of Class Number, ending with the digit just preceding the digit representing a Common Isolate, if any. (CCC, KZD291).

S533      **Common Isolate Part of a Chain** — The Part of the Chain of a Class Number beginning with the digit representing a Common Isolate, if any, and ending with the digit just preceding the digit representing the second Common Isolate, if any. It may also be called Second Part of a Chain.

S54      **Telescoped Array** — An Array of Isolates in a Schedule for Classification, made of an Isolate and its Sub-isolates, as viewed from the idea plane, but whose Isolate Numbers appear to be co-ordinate ones, as viewed from the notational plane. (CCC, KA91).

*Example:* R5 Vedanta, R6 Advaita, R7 Visishtadvaita and R8 Dvaita form a Telescoped Array in the Schedules of the *Colon Classification*.

S541      **Isolate-at-Telescoping-Point** — The Isolate in a Telescoped Array of which succeeding Isolates in the Array are Sub-isolates. (CCC, KA91).

S55      **Chain-with-Gap** — A Chain of Isolates in a Schedule of Classification, in which an Intermediate Isolate is not given as a result of failure to conform to the Canon of Modulation. (CCC, KA92).

*Example:* In Decimal Classification, 2 Religion, 22 Sacred Books, 225 New Testament is a Chain-with-Gap as the Isolate 'Christianity' is missing between 2 Religion and 22 Sacred Books.

S551      **Missing Isolate** — The Isolate missing in a Chain-with-Gap, (CCC, KA92).

*Example:* In the above example for Chain-with-Gap, 'Christianity' is the Missing Isolate. Its Isolate Number may, as the last resort, be written as 22/28.

## S6 CHAIN PROCEDURE

S61      **Last Link** — Link occurring last in the Chain produced by a Class Number. (CCC, KB1).

S62      **False Link** — Link which is:

- 1) Not a Class Number — that is, it is not a concatenation of digits, intelligible according to the Rules of Classification — that is, it has no meaning; or
- 2) The Last Link of a Compound Class Number and does not have a name in the verbal plane in common usage in a natural language. In other words, it does not represent a subject with a definite name. (CCC, KB2).

A link is a False Link if it ends with a

- 1) connecting symbol; or
- 2) digit representing an Inter-Class Phase Relation; or
- 3) digit representing an Intra-Facet Phase Relation; or
- 4) digit representing an Intra-Array Phase Relation; or
- 5) time-isolate representing Time itself in the Time Facet of the Class and not representing any other Fundamental Category — Space, Energy, Matter, or Personality — in their respective facets in the Class Number.

S63      **Unsought Link** — Link which

- 1) ends with a part of the Isolate Focus in a Facet of a Class Number; and
- 2) represents a subject on which reading material is not likely to be produced or sought or which is not likely to be looked up by any reader seeking material on the Specific Subject forming the Last Link of the full Class Number. (CCC, K63).

**NOTE** — This rule admits of local variation in its application. In the light of the reading material organized, the interest of the readers served and the nature of the service attempted, each library may define in an exact way suited to itself the links which should be deemed to be Unsought Links. This local definition should be consistently followed. A similar local definition may also be made by an organization engaged in the production of International or National Bibliographies and Union Catalogues of Books or of Periodical Publications or both.

S64      **Sought Link** — Link which is neither False nor Unsought and ends with an After-Time Anteriorizing Common Isolate Digit. (CCC, KB4).

S65      **Upper Link** — Link other than the Last Link. (CCC, KB5).

S66      **Lower Link** — This term is a relative one when two links are engaging attention. Lower Link is that one of the two links which occurs lower in a chain than the other of the two. (CCC, KB6).

S67      **Link-at-Telescoping-Point** — A link in a Telescoped Chain whose Class Number ends with a digit representing an Isolate-at-Telescoping-Point. (CCC, KB91).

S671     **Missing Link** — A Link in a Chain-with-Gap corresponding to the Missing Isolate in the Chain. (CCC, KB92).

## CHAPTER T

### ARRANGEMENT OF ENTRIES

T1      **Filing** — The arranging of Entries in a catalogue.

T2      **Classified Arrangement** — Arrangement of the Number Entries in a catalogue by the Class Numbers in their respective Leading Sections.

T3      **Alphabetical Arrangement** — Arrangement of the Word Entries in a catalogue by the alphabet.

T31     **All-Through Alphabetization** — Alphabetical arrangement, ignoring the presence of space, punctuation marks, accents, apostrophes, brackets and differences in the style of writing or the printing of letters, treating the contractions in the way in which they occur and not according to the words for which they stand.

T32     **Nothing-Before-Something Alphabetization** — Alphabetical arrangement which gives the space between words an ordinal value lower than that of any letter of the alphabet or any other symbol.

T33     **Gestalt Alphabetization** — Alphabetical arrangement which gives definite ordinal value not only to the letters in the alphabet and other symbols but also to their style of writing and to the space between words, clauses, sentences and sections. (CCC, EH70).

**NOTE** — The following ascending scale of ordinal values is to be borne in mind while arranging the entries in the alphabetical part:

- 1) Section space;
- 2) Full stop;
- 3) Comma;
- 4) Numerals in their natural sequence;
- 5) Bracket;
- 6) Words in Roman;
- 7) Words in italics, or underlined words;
- 8) The word 'and' or its substitute semicolon; and
- 9) Etc.

*Example:*

<i>Sl No.</i>	<i>All-Through</i>	<i>Nothing-Before-Something</i>	<i>Gestalt</i>
1	Newall (JT)	New Caledonia	New Caledonia
2	Newall, <i>Tr</i>	New Guinea	New Guinea
3	Newark	New Shakespeare	New Shakespeare
4	New Caledonia	New South Wales	New South Wales
5	Newcastle	New York	New York
6	Newcomb (J)	New Zealand	New Zealand
7	Newcomb, <i>Jr</i>	Newall (JT)	Newall, <i>Tr</i>
8	New Guinea	Newall, <i>Tr</i>	Newall (JT)
9	Newman (MS)	Newark	Newark
10	New Shakespeare	Newcastle	Newcastle
11	New South Wales	Newcomb (J)	Newcomb, <i>Jr</i>
12	Newton	Newcomb, <i>Jr</i>	Newcomb (J)
13	Newton (I)	Newman (MS)	Newman (MS)
14	Newton, <i>Ill</i>	Newton	Newton
15	New York	Newton (I)	Newton, <i>Ill</i>
16	New Zealand	Newton. <i>Ill</i>	Newton (I)

## CHAPTER U

### CANONS OF CATALOGUING

**NOTE** — The following convention is adopted about the term to be used to denote Normative Principles in different contexts:

**LAW** — In the context of a major discipline, such as Library Science.

**CANON** — In the context of divisions of the first order of the major discipline, such as Cataloguing.

**PRINCIPLE** — In the context of the second or later order of the major discipline, such as Alphabetization in Cataloguing.

**U0**      **Canons of Cataloguing** — The specific Normative Principles applicable to cataloguing.

**NOTE** — These principles are applicable to

- 1) drafting of a Catalogue Code, including the formulation of each rule
- 2) interpretation of the rules to meet new situations brought up by a particular document or by changes in the practice of book production; and
- 3) provision of suitable guidance for cataloguing work. (CCC, BA0).

**U1**      **Canon of Ascertainability** — The principle according to which the information found in the title-page of the document catalogued and its overflow pages should determine the choice and rendering of

- 1) each section of the Main Entry other than the Extract Note, Extraction Note and Related Book Note;
- 2) each section of a Cross Reference Entry (in a Classified Catalogue) and Subject Analytical (in a Dictionary Catalogue) other than the Leading Section and the Directing Section;
- 3) the heading of each Book Index Entry other than any derived from the Extract Note, Extraction Note and Related Book Note;
- 4) all sections other than the Heading and Directing Section of each Book Index Entry;
- 5) all sections other than the Heading and Directing Section of a Class Index Entry (in a Classified Catalogue), Specific Subject Entry and *See also* Entry (in a Dictionary Catalogue);
- 6) each section other than the Directing Section in each Cross Reference Index Entry other than Name Entry; and
- 7) similar sections in any other kind of Entry. (CCC, BB0).

**U2**

**U2**

**Canon of Prepotence** — The principle that

- 1) the potency to decide the position of an entry among the entries in a catalogue should, if possible, be concentrated totally in the Leading Section; and even there
- 2) it should be concentrated, as much as possible, in the Entry Element; and further
- 3) if total concentration in the Leading Section is not possible, the minimum possible potency should be allowed to overflow beyond it to later Sections; and
- 4) even this spill-over should be distributed in the later sections in a decreasing sequence of intensity. (CCC, BC0).

**U3**

**Canon of Individualization** — The principle that the name of any entity be it of a person, a geographical entity, a corporate body, a series, a document, a subject or a language — used as the heading of a catalogue entry should be made to denote one and only one entity by adding to it the necessary and sufficient number of Individualizing Elements. (CCC, BD0)

*Examples:*

- 1) ADAMS (Mary) (1898)  
ADAMS (Mary) (1929)
- 2) HYDERABAD (India)  
HYDERABAD (Pakistan)
- 3) HISTORY, CLASSIFICATION  
HISTORY, (of) CLASSIFICATION

**U4**

**Canon of Sought-Heading** — The principle that the decision whether an entry

- 1) with a particular type of Heading, or
- 2) with a particular choice for that Heading, or
- 3) with a particular rendering of that choice, or
- 4) a particular Added Entry arising out of it

should be based on the answer to the question; ' Is a reader or library staff likely to look for a book under the particular type or choice or rendering of Heading or in the particular Added Entry ?'. (CCC, BE0).

**U5**

**Canon of Context** — The principle

- 1) that the rules of a Catalogue Code should be formulated in the context of
- 11) the nature of the cataloguing features of the book prevalent in the mode of book production;

- 12) the nature of the organization of libraries prevalent in regard to the mode and quality of library service; and
- 13) the coming into existence of published bibliographies, particularly bibliographical periodicals; and
- 2) that the rules should be amended from time to time to keep step with the changes in the context. (CCC, BF0).

**NOTE** — For example, the rules in Cutter's Rules recommend 'Short Cataloguing' in service libraries in place of 'Full Cataloguing' which is over-weighted with details of physical bibliography.

U6

**Canon of Permanence** — The principle that no element in an entry, the Heading in particular, should be subjected to change by the Rules of Catalogue Code except when the rules themselves are changed in response to the Canon of Context. (CCC, BG0).

**NOTE** — For example, the rule in the *ALA Code*, that the later name of an author should be used as heading violates this Canon.

U7

**Canon of Currency** — The principle that the term used to denote a subject in a Class Index Entry of a Classified Catalogue and in a Subject Entry of a Dictionary Catalogue should be the one in current usage. (CCC, BH0).

**NOTE** — For example, these days 'Economics' should be used as subject heading instead of 'Political Economy'.

U8

**Canon of Consistence** — The principle that

- 1) the rules of a Catalogue Code should provide for all the Added Entries of a document to be consistent with its Main Entry; and
- 2) the entries of all documents should be consistent with one another in certain essentials, such as choice, rendering, and style of writing, the heading and the other sections.

**NOTE** — For example, the rule in the *ALA Code* prescribing Subject Sub-heading to a Corporate Author Heading violates this Canon.

## CHAPTER V

## LAWS OF LIBRARY SCIENCE

V0      **Laws of Library Science** — The specific Normative Principles applicable to any problem arising in library science, library service and library practice. (CCC, CA0).

V1      **First Law** — Books Are For Use.

V2      **Second Law** — Every Reader His Book.

V3      **Third Law** — Every Book Its Reader.

V4      **Fourth Law** — Save the Time of the Reader.

V41     **Corollary to the Fourth Law** — Save the Time of the Staff.

V5      **Fifth Law** — Library is a Growing Organism.

## CHAPTER W

### GENERAL NORMATIVE PRINCIPLES

W1

**Law of Impartiality** — The principle that, between two or more claimants say for use as Heading, the preference of any one should be made on sufficient grounds only and not arbitrarily. (CCC, CC0).

*Example:* In the case of joint authorship, the Law of Impartiality would recommend equal right to the names of all the authors for choice as Heading.

W2

**Law of Symmetry** — The principle that of two entities or situations which admit of being regarded as symmetrical counterparts of each other, if one of the entities or situations is given weight, in any particular context, the other should also be given a corresponding weight. (CCC, CD0).

W3

**Law of Parsimony** — The principle that between two or more possible alternative rules bearing on a particular phenomenon, the one leading to overall economy of man-power, material, money and time considered together with proper weightage is to be preferred. (CCC, CE0).

W4

**Principle of Local Variation** — The principle that

- 1) the International Catalogue Code should mark out the factors to be left to the care of each National Catalogue Code;
- 2) a National Catalogue Code should mark out the factors to be left to the care of each Linguistic Catalogue Code in a multilingual country, such as India;
- 3) a National Catalogue Code or a Linguistic Catalogue Code, as the case may be, should mark out the factors to be left to the care of the Local Catalogue Code of each individual library;
- 4) the Catalogue Code in each hierarchical line should be consistent with one another without any mutual contradiction; and
- 5) each lower link in each hierarchical line should be a supplement to all the upper links taken together. (CCC, CF0).

W5

**Principle of Osmosis** — The principle that, when a change in the Catalogue Code or the Scheme for Classification becomes necessary in difference to the Canon of Context, on and after a

chosen date:

- 1) all the new accessions be catalogued and classified according to the new Catalogue Code and the new Scheme for Classification;
- 2) just such of the old collection as are known to be in much use be re-catalogued and re-classified, with an additional temporary staff, if necessary, during the first few months;
- 3) the new accessions and the re-catalogued and re-classified books be kept as New Collection, also keeping their catalogue cards as such;
- 4) the rest of the old collection be kept as Old Collection and also keeping their catalogue cards as such;
- 5) readers attention be invited by the Reference Librarian to the existence of the two Collections; and
- 6) if any book is taken out by a reader from the Old Collection, on its return by him it be re-catalogued and re-classified and absorbed in the New Collection, also repeating the process with its catalogue cards. (CCC, GG0).

# ALPHABETICAL INDEX

The index number in each entry consists of the number of the chapter and the section in which the item occurs in this standard. The first letter in the index number denotes the chapter. The Hindu-Arabic numerals following the first letter denote the section. Example: C22 = Section 22, Chapter C.

*Abbreviations used:*

*alter* = alternate term to the approved term

*irt* = in relation to

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